

## **PRELIMINARY REPORT TO THE AALL EXECUTIVE BOARD**

**SUBMITTED BY:** Special Committee on Membership Publications

**DATE SUBMITTED:** March 3, 2004

**TOPIC:** Review of AALL Spectrum, AALLNET, and LLJ

### **BACKGROUND:**

In June 2003, President Elect Janis Johnston appointed the Special Committee on Member Publications to “examine and clarify the purpose, scope and frequency of the AALL Spectrum, AALLNET, and Law Library Journal as the Association’s major communication vehicles for communicating with its various constituencies.” The committee, consisting of Sarah Andeen, Susan Siebers, and Suzanne Thorpe (Chair), held an organizational meeting in Seattle during the Annual Meeting. Present at this meeting were also Tory Trotta (Board Liaison), Camille Broussard (LLJ/AALL Spectrum Editorial Board and Advisory Committee Chair), Sandy Marz (AALLNET Advisory Committee Chair), and Maya Norris, AALL Director of Publications. In October 2003, our committee joined the LLJ/AALL Spectrum Editorial Board and Advisory Committee meeting in Chicago. During the past few months, Susan Siebers has gathered information regarding AALL Spectrum and Sarah Andeen has gathered information regarding AALLNET. Suzanne Thorpe moderated a one week online discussion to gather member input on the publications. Brief reports from each are attached (Appendices 1-3). We focused our investigations primarily on the AALL Spectrum and AALLNET based on guidance from Janis Johnston. The online discussion, however, provided excellent input on Law Library Journal.

### **RECOMMENDATIONS:**

At this time, we offer the Executive Board a few preliminary recommendations. More details will be forthcoming in our final report.

#### *AALL Spectrum*

##### **Purpose**

The AALL Spectrum is the official magazine of the Association. It currently has two purposes: (1) to update law librarians and other legal information professionals on issues that affect legal information and

law librarianship and (2) to keep members apprised of Association events and activities.<sup>1</sup>

It has evolved in the past decade from being a traditional association newsletter into a more professional looking trade publication with substantive articles and columns written and edited by members.

We recommend that the AALL Spectrum become less a vehicle for disseminating news and more a tool for education and professional development.

*Rationale:* Faster and more economical electronic methods for delivering news to AALL members now exist.

### **Scope (content)**

The AALL Spectrum currently contains feature articles, regular columns, special inserts, classifieds, announcements, calendars, memorials, and notices.

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1 See Appendix 1 (Spectrum Fact Sheet).

We recommend that ephemeral and time sensitive information be removed from the AALL Spectrum and that such information be disseminated via electronic means (e.g., through email, listservs, electronic newsletters, AALLNET). The Executive Board already has before it a recommendation from the LLJ/AALL Spectrum Editorial Board and Advisory Committee Chair to remove candidate biographies and other election information in which our committee concurs.<sup>2</sup> [In our final report, we will make specific suggestions for electronically disseminating particular categories of information.]

*Rationale:* Members have noted that they do not rely on AALL Spectrum for current information.<sup>3</sup>

We recommend that the news content of the AALL Spectrum be limited to official Association information (e.g., selected reports/columns from officers, committees, and headquarters). [In our final report, we will make specific suggestions for news content that should remain in the AALL Spectrum.]

*Rationale:* This will increase the space for substantive editorial content.

We recommend that news by and about chapters, sections, and individual members be removed from Spectrum and be disseminated using AALLNET and/or chapter and SIS newsletters, listservs, and Web sites. [In our final report, we will make specific suggestions for news content that should be removed from the AALL Spectrum.]

*Rationale:* This will increase the space for substantive editorial content.

## Frequency

The AALL Spectrum is currently published 10 times per year.

We recommend that AALL Spectrum be published bimonthly.

*Rationale:* It is costly to produce a high quality magazine such as the AALL Spectrum. If it were used less to disseminate news, fewer issues would be possible. The editor would have

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<sup>2</sup> See Appendix 4 (Excerpts of Minutes from LLJ/AALL Spectrum Editorial Board and Advisory Committee, 17 October 2004, Part III.C.)

<sup>3</sup> See Mempubs archive at <http://share.aallnet.org/read/?forum=mempubs> (comments by Kathie Sullivan, 13 January 2004).

more time to develop themes and provide editorial support to authors.

## **Other**

We recommend that coordinated archival policies and procedures be developed to assure that any electronically disseminated information removed from the AALL Spectrum will be accessible to members in the future.

*Rationale:* Today's ephemeral information often has lasting value to future generations. See also our recommendations below for AALLNET.

We recommend that the table of contents for each new issue of the AALL Spectrum be disseminated through email to all members and subscribers. The table of contents should contain links to electronically available full texts on AALLNET.

*Rationale:* This provides members and subscribers with a preview of the contents and with direct electronic access to specific content.

We recommend that AALL explore allowing members to opt out of receiving AALL Spectrum in hard copy.

*Rationale:* Some participants in the online discussion indicated a preference for not receiving a paper copy the AALL Spectrum.<sup>4</sup>

## **AALLNET**

### **Purpose**

AALLNET is the official Internet site of the AALL and its subgroups. It exists to foster the mission and strategic plan of the Association. It is an important tool for conducting association business, promoting law librarianship, and marketing AALL programs, products, and services to members and the world at large.<sup>5</sup>

We do not recommend any changes.

*Rationale:* AALLNET's purpose is comparable to the Web sites of many other library and professional organizations.

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4 Mempubs archive at <http://share.aallnet.org/read/?forum=mempubs> (comments by Mark Estes, 14 January 2004; Mary Rumsey, 14 January 2004; Angelina Joseph, 15 January 2004; Jennifer Murray, 15 January 2004).

5 See AALLNET Directory and Handbook, 2003-2004, at 387.

## **Scope (content)**

The AALLNET contains information about the Association's history, governance, structure, and programs. This includes announcements, reports, bylaws, policies, procedures, forms, and recent member publications (e.g., AALL Spectrum, Law Library Journal, Salary Survey). At present, no one has overall editorial responsibility for the content of AALLNET. Content is contributed by the Association staff, leadership, committees, special interest sections, and chapters, all of whom are responsible for the accuracy, format, and maintenance of the information they provide.

We recommend migrating of some the news content currently found in the AALL Spectrum to AALLNET. [In our final report, we will make specific suggestions for electronically disseminating particular categories of information.]

*Rationale:* Information that is time sensitive can be posted on AALLNET more quickly than through the AALL Spectrum.

## **Other**

We recommend that one or more editors be named to assist content providers to add quality content and to oversee the removal of non-current and inaccurate information.

*Rationale:* Published guidelines and workshops are in place to assist content providers and the AALLNET Advisory Committee periodically reviews content to assure that it complies with AALLNET policy and guidelines,<sup>6</sup> but it would be desirable to have an editorial filter to monitor information before it is added to AALLNET.

We recommend that members receive notification (e.g., via email or via announcements on the Web site) when information is added to AALLNET.

*Rationale:* It is difficult to know if there have been recent additions or changes to the Web site.

We recommend that coordinated archival policies and procedures be developed to assure that information originating on AALLNET will be accessible to members in the future.

*Rationale:* Today's ephemeral information often has lasting value to future generations. For example, job announcements removed from the AALL Spectrum are currently only available for a limited time on AALLNET. This has made it difficult to track the job market over time.<sup>7</sup>

## ***Law Library Journal***

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6 See AALLNET Directory and Handbook, 2003-2004, at 387.

7 Mempubs archive at <http://share.aallnet.org/read/?forum=mempubs> (comments by Carol Bredemeyer, 16 January 2004).

## **Purpose**

The Law Library Journal is the official organ of the Association. It provides a permanent record of association business. In addition, it provides a forum to share knowledge on topics of relevance to all types of law librarians. It is indexed by both library and legal periodical indexes and is available in non-library databases, so it is also the face/voice of the profession to individuals outside law libraries.

We do not recommend any changes.

*Rationale:* This publication has stood the test of time as the leading research tool for our profession.

## **Scope (content)**

The Law Library Journal provides a blend of both practical content (e.g., a column on reference service, book reviews) and theoretical content. It has been noted by participants of the online discussion<sup>8</sup> that more content by and for private and state, court, and county law librarians is needed. The editor also indicated that more contributions on technical services issues, possibly a regular column, are desirable.<sup>9</sup>

We recommend that efforts be made by the Association to encourage more private, state, court, and county law librarians to write for publication in the Law Library Journal.

*Rationale:* It appears to be more difficult, or possibly less desirable, for librarians in law firm and state, court, and county law libraries and for technical services librarians to devote time to writing for the Law Library Journal.

## **Frequency**

The Law Library Journal is published quarterly.

We do not recommend any changes.

*Rationale:* This schedule appears to work well for the editorial process<sup>10</sup> and there are sufficient submissions for four issues.

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8 Mempubs archive at <http://share.aallnet.org/read/?forum=mempubs> (comments by Charles Dyer, 12 January 2004, Michael Chiorazzi, 13 January 2004, and Carol Bean, 14 January 2004).

9 See Appendix 4 (Excerpts of Minutes from LLJ/AALL Spectrum Editorial Board and Advisory Committee, 17 October 2004, Part III.B.1.a.)

10 See Appendix 4 (Excerpts of Minutes from LLJ/AALL Spectrum Editorial Board and Advisory Committee, 17 October 2004, Part III.B.1.a.)

## **Other**

We recommend that the table of contents for each new issue of the Law Library Journal be disseminated through email to all members and subscribers. The table of contents should contain links to electronically available full texts on AALLNET and other Web sites (e.g., HeinOnline).

*Rationale:* This provides members and subscribers with a preview of the contents and with direct electronic access to specific content.

We recommend that AALL explore allowing members to opt out of receiving the Law Library Journal in hard copy.

*Rationale:* Some participants in the online discussion indicated a preference for not receiving a paper copy the Law Library Journal.<sup>11</sup>

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<sup>11</sup> Mempubs archive at <http://share.aallnet.org/read/?forum=mempubs> (comments by Mark Estes, 14 January 2004, Mary Rumsey, 14 January 2004, and Angelina Joseph, 15 January 2004).

## APPENDIX 1

### AALL COMMITTEE ON MEMBERSHIP PUBLICATIONS REPORT ON AALL SPECTRUM

Submitted by Susan Siebers

March 1, 2004

This draft is a partial response to the questions raised for this committee's consideration relating to what information AALL should be communicating to members and in what format. At the same time the AALL Spectrum has been evolving, so have means of electronic delivery of information. Listservs, web pages, electronic mailings such as the "From the Desk of..." and e-mail in general with either links to information or direct feeds of information have been emerging as alternatives for delivery of information. AALLNET is separately experiencing its own evolution. The issues are complex, and we can only begin to make suggestions in this preliminary review.

#### AALL SPECTRUM: BACKGROUND INFORMATION

In fall, 2003, I interviewed Paul Healey, AALL Spectrum Editorial Director; Steve Ligda, AALL Director of Finance and Administration, Maya Norris, Director of Publications & Managing Editor (before she left AALL) and Camille Broussard, Chair, Law Library Journal and AALL Spectrum Editorial Board and Advisory Committee. The following is a synthesis of information taken from these interviews, comments made during the listserv discussion held January 2004 and also my perceptions.

Since the AALL Spectrum evolved from the AALL Newsletter, there have been tensions between those who missed the primary focus on communication of association matters, the major source of information included in the old Newsletter, and the additions intended to serve the profession in additional ways, such as continuing education and public relations articles. The change to glossy paper, inclusions of photos, clip art and other stylistic changes have been both praised and criticized by members.

The attached AALL Spectrum Fact Sheet provides basic information. Paul Healey's Letter from the Editor of July, 2003 (also attached) provides an excellent summary of the development and goals of this publication as well as the inherent tensions.

The basic issue originally seemed to be the overall goal of AALL Spectrum, whether it was to continue to provide the membership information, educate members, and/or be a publication that could be used by members as PR for the profession and their involvement in it. The additional questions now are whether there are alternative / more timely / better means to deliver some or all of this information; what information members want to receive and will use in these formats; what they *should* receive in various formats; and what formats will insure availability of the information for future reference and archives.

Questions about member-written vs professionally written, article selection, whether all submitted articles are to be published (as had generally been the case in the past and the amount of editing (if any!) still remain. These particular questions can all be contained under the heading of editorial style or consistency..

Internal issues in early years relating to the working relations between the Editorial Director and Director of Publications, copy designer, copy editor and members of the LLJ & AALL Spectrum Editorial Board & Advisory committee seem to have been resolved.

An initial hope was to encourage subscriptions separate from membership. This has not as yet been realized. The consensus seems to be that the appropriate audience has not been identified.

## **THE PROCESS**

Editorial Process Paul Healey is the AALL Spectrum's first and only member Editorial Director. In this role, he works out themes, ideas and content within the general framework which also includes a schedule of included articles that are association information such as Letters from the President, Treasurer and Secretary; election and candidate information; articles promoting the forthcoming Annual Meeting city, etc. The LLJ and AALL Spectrum Editorial Board and Advisory Committee assists with brainstorming for ideas for themes, articles and potential authors at its fall meeting, but the Editorial Director is responsible after that.

Each issue takes 20-40 hours of the Editorial Director's time. After soliciting authors and working with potential authors, Paul sees the articles as they are submitted and reads them for content. The copy editing is done by the Managing Editor who is a member of the AALL staff. She edits for style and then for length, as she makes the final page decisions, fitting in articles, ads and association notices. The goal is to have the actual article editing done by that person so the Editorial Director can focus on the larger issues of general content. Columns go directly to the Managing Editor and are not seen by the Editorial Director. With the current monthly schedule, this all takes place within a very short time frame.

Costs & income Costs include staff, printing and mailing. AALL apportions staff costs to their various functions. The staff cost for AALL Spectrum is primarily for the proportionate amount of the Director of Publications & Managing Editor's time spent on this publication. Other costs are for the graphic designer, freelance copy editor and any freelance writing (all paid on an hourly basis) and for printing. The Editorial Director receives an annual stipend. ABS Graphics in Elk Grove Village handles the printing. Advertising is prepared and submitted camera-ready. Issues are bound and mailed from the printer.

Income is primarily from advertising, which has been handled for AALL by Benson Coffee & Associates for the last 4-5 years. After an initial period to establish themselves with AALL vendors, this has been working smoothly. Benson Coffee's commission is 20% of the gross advertising income. It sends invoices to advertisers; AALL follows up to collect as needed.

AALL's gross income is approximately \$13,700 / issue; net income is \$11,000 / issue. There is a very modest revenue from subscriptions (approximately six) and classified ads.

The per-member subsidy provided by dues for the AALL Spectrum has remained approximately \$45 - \$50 per year:

1998	\$48.11
1999	\$45.89
2000	\$45.19
2001	\$45.58
2002	\$46.25

The amount budgeted as subsidy for the current year is \$43.14 / member.

The last two years, in order to keep within budget, issues have been maintained at 32 pages (plus covers) even if there were additional articles or notices that could have been published. As a cost-savings measure, the September 2003 issue was combined with the October issue. A change in the quality of the cover stock was another cost-saving measure.

Further production cost-containment measures that could be considered include changes to paper quality, color and various aspects of the production process. Frequency and size of the issues could also be considered, especially if some of the content is distributed in other formats.

## **ISSUES THAT NEED TO BE ADDRESSED ABOUT THE PRODUCTION PROCESS**

! How many issues/yr is most appropriate? If the number is reduced, does some of the information now included necessarily need to be moved to another delivery mechanism (e-mail; links, etc.)?

! Should there be member input in the editing process? Producing ten issues / yr. means there is the constant pressure of deadlines. Reducing the number of issues per year would allow input from the authors in the editing process. This rarely can be done currently and can be a source of contention on some occasions.

## **CONTENT**

Some AALL pieces appear every month; others, as appropriate and/or timely. There is always a Letter from the Editor. Most months, columns from the President, Committee News, SIS News and Chapter News appear. Among the Features, almost every month there is a Public Relations article as well as an article in the Desktop Learning Opportunity Series (formerly overseen by the Professional Development Committee, now by the Career Development Task Force). Washington Briefs and CRIV Notes. The CRIV Sheet and Members' Briefings inserts appear several times a year, not in the same issues. CRIV

inserts are typically 8 or 12 pages; Members' Briefings, 4 pages. Placement news moved to the AALL Website with the October, 2002 issue; reminder notices appear in the AALL Spectrum. Brief memorial notices about members who have died appear as known; more complete obituaries and tributes are published in LLJ. Various committees submit information for announcements. These are included as space permits. A detailed table is attached listing all types of information that are included.

## **ISSUES THAT NEED TO BE ADDRESSED ABOUT THE CONTENT**

! Section by section, does each type of article continue to serve a purpose? If so, how should it be delivered? This committee's final report will include recommendations.

! For the sake of future archival access, if the decision is it a particular type of content should be delivered electronically, should it also be delivered in a paper format? The AALL Board consideration of moving election information to AALLNET at its spring, 2004 meeting requires a consideration of this question.

! Should there be an established editorial style?

" A related question is whether there should be a policy on member-written articles vs those written by professional writers? Some members struggle with writing; getting beyond the first person "how I did it good in my library"

" Should there be another avenue for dissemination of member-written articles if not in AALL Spectrum or LLJ?

" Should the authors be more involved in the editing process? As noted above, this may require changes in publication deadline schedules and/or where to publish, if currency is an issue.

1 What is the role of AALL Spectrum for members needing publication opportunities for tenure? Does it "count" with faculty?

2 Should some of the content such as columns be delivered to members electronically? Push? Links? Would this lead to a more substantive look to AALL Spectrum that would serve the larger world as a provider of legal information and be more attractive to non law-librarians?

This committee's final report will include recommendations regarding these issues.

## AALL SPECTRUM FACT SHEET

- Mission:** As the official magazine of the American Association of Law Libraries, the AALL Spectrum is dedicated to providing informative and engaging articles of interest to AALL members, law librarians and other legal information professionals.
- Specifications:** A four-color, 32-page magazine published monthly except January and August.
- Content:** The AALL Spectrum updates readers on the ever-changing, multifaceted world of law libraries. Feature articles and editorials cover issues that affect legal information and law librarianship, such as licensing digital content, legislation and the importance of public relations. The magazine also keeps members apprised of association events and activities.
- Style:** The HALL Style Sheet, the Associated Press Stylebook and Briefing on Media Law and Webster's New World College Dictionary (Fourth Edition) are used for matters of style and usage.
- Oversight:** The Law Library Journal and AALL Spectrum Editorial Board and Advisory Committee is responsible, in consultation with the director of publications and the AALL Spectrum's editorial director, for the creation and approval of general policies relating to the content, advertising, budget and production of AALL Spectrum.
- All submissions are edited for clarity and grammar. Whenever possible, the editorial director will contact an author to discuss questions of intention and interpretation. The AALL Spectrum's managing editor/director of publications has final discretion for specific content, form and style of all items published in the magazine.
- Advertising:** The AALL Spectrum accepts display and classified advertising from information vendors, book publishers and others who supply goods and services to law librarians.
- All advertising is subject to editorial approval. The managing editor/director of publications, as a representative of the Association, reserves the right to refuse any advertising deemed inappropriate and/or offensive.
- Circulation:** 5,000

**AALL Spectrum**  
**Volume 7 No.10 | July 2003**

*Letter from the editor*

**Step Back and Look Forward**

by Paul D. Healey, pheatey@law.uiuc.edu

AALL Spectrum is a magazine that seeks to serve both the American Association of law Libraries and the larger profession of law librarianship. We try to provide information that is a mixture of the practical and the thought provoking. It is sometimes useful to take a step back and look at big issues -even if those issues are hard to define or agree on.

In this issue, we profile three visionaries in law librarianship. Selecting the people profiled here was not easy. We had many, many suggestions, all of which were sincere and worthy. Our final selection was based on several factors that are explained at the beginning of the visionaries article. Let me say here, though, that the idea is not to deify particular people. Rather, I hope that these profiles will provide insight as to what it takes to effect change in our profession.

This issue of AALL Spectrum is the last of volume seven of the magazine and marks seven years since the old AALL Newsletter gave way to this publication. Much has changed since Spectrum was launched, and indeed in the two years since I became editorial director.

The move from the newsletter to Spectrum was intentional and carefully planned. It was time for AALL to present a professional face to the world. The AALL Newsletter had been intended as an internal communication forum for members. MIL Spectrum i was conceived as a professional magazine that would speak to a larger audience, much 1 along the lines of the ABA Journal or American Libraries. It is intended to communicate with members about the organization and the profession but also allow others to see law librarians in a professional light through informative and timely editorial content.

With this new direction came changes in how the magazine is put together and the needs and expectations for those contributing to it. With the old newsletter, members could send in items they wanted to have printed by the deadline and more often than not they would appear in print. Editing was minimal.

Spectrum now takes a broader approach and is seeking to be a truly professional publication. In spite of all this, Spectrum is still largely written by members. During my tenure as editorial director, AALL Director of Publications Maya Norris and I have tried to achieve a professional and readable tone in the articles that have been printed. This is not an easy job when the writers are not journalists, but rather librarians who happen to be willing to contribute their time and effort to the magazine.

One of the changes from the newsletter concept has to do with how content is managed. We now plan

content months in advance, and then look for people who are willing and able to write on the topic. We welcome submissions, but it is often quite a while before we can fit a submission into the magazine, if at all. Content is also heavily edited, in part to give the magazine a uniform style. The tight deadlines required by a monthly magazine make it impossible to consult authors about editing changes before the magazine is printed. Sometimes an author is unhappy with changes made in the editing process. We understand this, and we continue to examine the editing process for ways to minimize those complaints.

In taking this approach to Spectrum, we are trying to balance ourselves between two disparate worlds. We are trying to produce a highly professional magazine, one that members can be proud of, while relying solely on articles written by members. It is a challenge to do this, and we do it only to provide the best possible magazine for members and for the world at large.

As always, we welcome your comments, ideas and participation.

## **APPENDIX 2**

### **AALL COMMITTEE ON MEMBERSHIP PUBLICATIONS REPORT ON AALLNET AS AN AALL PUBLICATION TOOL**

**Submitted by Sarah Andeen**

**March 1, 2004**

The Special Committee on Membership Publications is looking at the role of the distribution medium available to AALL for distributing information about and of interest to the organization. This report covers the use of AALLNET as a distribution tool.

AALLNET is managed by a webmaster who is on staff at AALL. This is a paid position and he is responsible for maintaining and updating the technical aspects of the site and for developing the design and organizational structure, but the job does not entail any content development or editorial control. There is an AALLNET committee that is charged with the technical oversight and management of the website, however they too have little editorial control over the content of the site. I have checked with several people regarding the use of AALLNET for publications. The AALLNET committee did not have any strong views on the topic. As the association moves forward in developing AALLNET as a communication vehicle it will be important for there to be more editorial control over the site by either a paid staff person, the AALLNET committee, or a volunteer editor.

Looking at AALLNET as one of the distribution tools for AALL it appears that AALLNET would be most useful when serving as a communication tool for ephemeral materials such as job descriptions, current events, and hot topics. The new Letters from the President are popular and are seen as an effective communication tool. Many members have indicated that they do use these and would like to see more mention of the publications made in these announcements. A recurring theme is the use of these push e-mails as an effective methods of disseminating the Table of Contents for the print publications of Spectrum and Law Library Journal.

The use of AALLNET for the job announcements is popular - although people would like to see more enhanced job announcements and the ability to search past announcements for ideas on how to draft job descriptions. AALLNET could set up a database of prior announcements to allow people to search for old descriptions. The Board could also discuss moving to a flat fee pricing model for the job announcements which would allow people to post longer job descriptions. Since there is no longer a print limitation, the per word charge seems a little archaic. SLA charges a set fee of \$150 per posting.

The web as a distribution mechanism has some benefits over print in that links can be placed to supporting documents, it can be a cost effective means of communication, and it is more timely than print. AALLNET also has the benefit of being accessible to non-members of the organization and as such can serve as a PR tool.

It appears clear that people will not simply visit AALLNET without some form of prompting - so push

e-mails would be necessary to disseminate any publications. As long as these e-mails were kept to a minimum there does not seem to be any objection on the part of the members to receiving these e-mails.

Archiving of issues is a major concern for our members. Below are Reggie Swanson's replies to some of these concerns. The AALLNET committee is also concerned about the issue overall and they are currently working on revising the mission statement for AALLNET to incorporate Archiving in more detail. The AALLNET committee feels that the members most use AALLNET for more current information such as Annual Meeting materials, job descriptions, and current news.

Reggie's Answers:

**What kinds of archival procedures are in place currently for AALLNET?**

About 3 or 4 months ago, we started doing a monthly archive of AALLNET. To this date, we have three individual monthly archives which will be saved and stored and not overwritten.

**When a webpage is updated is an older version saved, or is the page just replaced?**

Many pages are updated and replaced daily throughout AALLNET. Some updates may be as simple as correcting a typo or adding a salutation, while others may be completely refreshed. Older pages are replaced and not saved.

**Does AALL anticipate having a storage problem as the size of the archives increases?**

No. The physical size of the storage media is only 4"x4". The data capacity of the storage media is sufficient enough to hold 2 AALLNET's.

**What is the cost of maintaining the website in terms of budget and staff size?**

This question is not an easy one to answer. There are many costs and contributors that drive the AALLNET engine. All of the AALL headquarters staff contribute to the maintenance and upkeep of the website while it is the Director of IT and the Webmaster whose job responsibilities contain the highest percentage of AALLNET related activities. Also keep in mind that there are many volunteers and more than 50 Chapter, SIS, and Committee webmasters who edit, contribute, and design areas of AALLNET. There are also hardware and software costs, licensing, and connectivity charges.

**If there was to be more electronic publication of materials would more staff be required?**

No

**Are old push e-mails (such as the From the President's Desk) archived?**

Yes

AALLNET has many uses as a publication tool for the association and once the issues of archiving and

editorial control have been addressed it could become one of the key resources for providing information about and to AALL.

## APPENDIX 3

### AALL COMMITTEE ON MEMBERSHIP PUBLICATIONS REPORT ON MEMPUBS DISCUSSION LIST

Submitted by Suzanne Thorpe

March 1, 2004

In order to gather input from AALL members, the Special Committee on Member Publications held an online discussion January 10-17, 2004. We were interested in learning (1) how members use AALL publications, (2) whether or not they are getting the information they need through these publications, and (3) any suggestions they have for changing content, format, or frequency of the publications. One hundred and thirty-three law librarians subscribed to the list. Of these, 27 actively contributed to the discussion. Most (18) of the contributors were from academic law libraries, but 5 represented law firm libraries and 5 represented public law libraries.

Fifty messages were posted, including those of the moderator. They are archived at <http://share.aallnet.org/read/?forum=mempubs>. The moderator posed questions about Law Library Journal, AALL Spectrum, and AALLNET, but participants focused heavily on Law Library Journal. There was some discussion of Spectrum, but only a few participants commented on AALLNET. The rather unscientific findings are summarized below.

#### *Law Library Journal*

- < Several participants indicated that they do not typically read LLJ “cover to cover.”
- < A number of participants indicated that this journal serves as their major professional research tool. They do consult it on a retrospective basis for authoritative information about law librarianship, the association, and its members.
- < A few participants regularly use the book reviews and the reference column for their work.
- < A few participants find the variety of topics and the mix of scholarly and practical articles helpful, but at least one participant feels that LLJ should be a peer reviewed journal consisting only of scholarly articles.
- < Memorials were somewhat controversial--a few participants think they should be in Spectrum instead of LLJ while others feel they belong in LLJ as an historical record of the profession.
- < Several participants commented on the need for more articles by private and public law librarians.
- < Some participants dislike the Universal Citation Format.
- < Some participants indicated that they would happily rely on electronic versions on HeinOnline or AALLNET or on an institutional copy instead of receiving a personal copy of the journal. Others feel the journal is an important benefit of membership in AALL.

### ***AALL Spectrum***

- < Several participants commented that the removal of job announcements makes it difficult to track the job market over time, although there was acknowledgment that job postings were not timely when published in Spectrum.
- < Some participants noted that the information in Spectrum is generally not timely.
- < Some participants noted the benefits of using technology to push certain information found in Spectrum to members using email, electronic newsletters, and postings on AALLNET. One suggested posting information in both places.
- < One person mentioned the under utilization of SIS newsletters suggesting that more information found in LLJ and Spectrum should be there.
- < Other participants commented on the difficulty of reading electronic publications--they prefer the portability of hard copy and find that they don't read them unless they are printed out. Another stated that electronic publications provide her with "customer service."
- < One participant noted that electronic-only publications pose serious preservation issues.
- < Several participants would like to see "letters to the editor" be a regular feature. One mentioned that this might be a way for firm and public law librarians who do not have time to write scholarly articles for LLJ to give their perspectives.
- < Several participants noted that one or more AALL Weblogs would serve the same purpose as letters to the editor and would be more suited to firm and public librarians.
- < The Desktop Learning series, CRIV sheets, and information about upcoming annual meetings are popular.
- < One participant noted that Spectrum is a publication by members and that the content is best left in the hands of law librarians, rather than professional editors.

### **AALLNET**

- < One participant mentioned that one must pro-actively look for information on AALLNET and this it might be noted better when delivered in a newsletter or email. She recommended that AALLNET should provide highlights of new information (or send notification via email, Spectrum, etc.).
- < Several participants find the job information to limited, possibly due to the high cost for posting it. They rely on information found elsewhere (e.g. postings on listservs).

## APPENDIX 4

### LLJ/Spectrum Editorial Board and Advisory Committee Meeting of October 17-18, 2003 Extracts of Minutes

#### Session 1: Friday, October 17, 2003

submitted by: Sue Burch

#### **I. Introductory and Administrative Matters**

##### **A. Welcome and Introductions.**

Camille Broussard, Chair, welcomed everyone to Chicago and asked each person to introduce themselves: Susan Fox (AALL Executive Director), Susan Seibers (Special Committee on Publications), Sue Burch, Kate Martin, Elizabeth Greenfield, Dan Campbell, Paul Healey (ex officio), Suzanne Thorpe (Chair, Special Committee on Publications), Naomi Goodman, Bonnie Koneski-White, Frank Houdek (ex officio), Sarah Andeen, and Sandy Marz (Chair, AALLNET Advisory Committee).

##### **B. Taking of Minutes: Appointment of the Esteemed Meeting Minutes Takers**

Sue Burch will take minutes Friday afternoon, Dan Campbell will take minutes Saturday morning, and Kate Martin will take minutes Saturday afternoon.

##### **C. Review of Committee Charge**

Camille discussed the charge and reviewed the meeting notebook. Camille added an agenda item: finding someone to coordinate the CONELL activities for the Boston meeting.

#### **II. Old Business**

##### **A. Review of Minutes from summer 2003.**

The minutes from the July 2003 meetings in Seattle were reviewed and approved.

##### **B. Review contact information for Articles of the Year Awards Subcommittees.**

Joanne Dugan is the Chair of the Awards Committee. Camille has informed her that Sue Burch is chair of the Spectrum Article of the Year Subcommittee and Sarah Andeen is chair the LLJ Article of the Year Award Subcommittee. Sue raised a question about which issues should be covered for the Article of the Year Award. She will review the policy and contact Kate Martin who chaired the subcommittee last year to determine which months/issues her committee covered.

##### **C. Review action since July meeting.**

###### **1. Hiring of New Publications Director.**

Susan Fox, AALL Executive Director, stated she received approximately 50 resumes for the position. There was a wide range of applications – those with years of experience and those with none. In total, it was an excellent pool of candidates. The top three or four could have filled the position. Julia O'Donnell, formerly of the American Student Dental Association (ASDA), was hired. She actually was in Maya Norris' former position at ASDA. Julia will bring great enthusiasm and an understanding of association work and advisory boards. She will be a real asset to AALL.

## **2. Status of Editorial Director Position**

Paul Healey announced at the Seattle meeting that he would be leaving the Editor's position next summer (July 2004). At that time, Paul explained that there were two reasons for his decision to step down. Time demands of the position were making it impossible for him to write his doctoral dissertation. The other reason centered on his feeling that it was perhaps time to let someone else put his/her mark on the position and the publication. When Maya Norris resigned her position as Director of Publications, he reconsidered his decision. This does not seem to be the right time to leave. Julia is just starting and the AALL centennial approaching. He discussed with Susan Fox revising the position description to more clearly articulate the division of responsibilities between the Editorial Director (ED) and the Director of Publications (DP) in order to strike a better balance in the amount of time required of the Editorial Director for each issue. A proposed revision of the position has been prepared for this Committee's review. Under a revised description, Paul would be willing to accept reappointment to the position when his term expires in July, 2004.

## **III. New Business**

### **A. Review and Discussion of Editorial Director Position (Tab 3: Editorial Director)**

Paul presented an overview of the working relationship between the ED and the DP recognizing that these were both new positions for the Association. The Committee had a number of questions for Paul about the responsibilities of each position. In particular, members wanted to better understand the role of the ED in the content development and article selection, the responsibilities for communicating with authors, as well as the overlap in the actual editing of submissions and the deadlines needed to give member authors enough time to review and work with suggested changes.

Sandy Marz commented that she had received a 24-hour notice to make changes to an article she submitted. Paul indicated that this is an ongoing struggle and he hopes to move the deadline out two weeks for authors. Camille agreed that the short turn around for edits has been a problem. In addition, some of the editing that has been done is not appropriate. Paul stated that once the new DP is on board and they develop a working relationship on editing responsibilities, he does not believe this problem will continue.

Camille called the Committee into Executive Session to discuss the issue of recommending the reappointment of Paul Healey as Editorial Director of the AALL Spectrum and to therefore move on to address the issue of revising the position description. Frank remarked that Paul has done a good job in a difficult position. We began with two new people and whatever internally has gone wrong is not

evident publicly. Spectrum arrives on time, it's attractive, the articles are thoughtful and challenging. Paul clearly cares and is very thoughtful about what he's doing. Upon motion made by Kate Martin, seconded by Sue Burch, the Committee voted unanimously to recommend reappointment to Susan Fox.

The regular meeting was resumed and attention was turned to the proposed revision of the position description.

The original job description, the Roles and Responsibilities of the AALL Spectrum's Editorial Director prepared by this Committee in preparing to recruit the first ED, the editorial position responsibilities overview prepared by Maya Norris, and the AALL Spectrum Fact Sheet were reviewed and discussed. Susan and Paul combined the information of those documents to create a revised position description. In general, changes were made to clarify the role of the ED as being in charge of the direction, conceptual content and in finding authors. The Director of Publications will provide substantive editing of articles in consultation with the ED; handle author communications and follow-up as well as working the publishing contacts and deadlines.

Discussion then centered on the responsibility for the final decisions on content. Paul responded that in the old description, the DP had the final say. Frank indicated that this meant a non-librarian would make content final decisions. After discussion, Sarah suggested that we amend paragraph 2 of the 'Revised Description' to state that the "ED makes the final determination on editorial content." The Committee also suggested that paragraph 3 be amended to add a statement indicating that the ED will consult with the DP on the editing of the substantive content of individual articles. Everyone agreed to the changes. Frank moved that we accept the revised job description. Sarah seconded the motion. It was approved.

The Committee congratulated Paul on working through the sometimes difficult transition of AALL Spectrum from a membership news newsletter to a professional magazine for our association. We are gaining momentum in the change with our members as the writers and contributors. Many other associations use expert writers and editors. With Paul's lead we are working to educate our members about new procedures, etc. We need to continue to develop good communication with the member authors so that they recognize that not all submissions will be automatically published and for those articles accepted there will be an editing process that has time for dialogue and review. Obviously, our Committee discussions and projects are only beginning.

## **B. State of the Publications Reports:**

### **1. Frank discussed Volume 95 of LLJ.**

**a. General Information.** Volume 95 was on schedule and within budget. It was budgeted for four issues, 200 pages each. It has 747 pages and 54 articles. By comparison, volume 94 had 824 pages and 47 articles; volume 93 had 740 pages and 35 articles, and volume 92 had 616 pages and 46 articles. Volume 95 has the most articles and pages since he's been editor. It's been a good year. Frank reported that in 1999 he received 27 submissions. He is now getting in the low to middle range

of the 40's. The quality is improving. There is a lot of overlap, and he returns a number of articles with suggestions. There is not a lot of outright rejection, but most articles need some editing. He's very heartened by the numbers and the quality.

Columns:

- \* 'Keeping Up with New Legal Titles' – Catherine Halvorsen. This column has a number of authors – Catherine is getting a number of people get involved and they are inspired.
- \* 'Practicing Reference' – Mary Whisner always generates a lot of positive comments.
- \* Anna Belle Leiserson did one column and her column are currently on hold.
- \* Frank continues to look for someone to write a technical services column like Mary Whisner's reference column. He would like suggestions.

**b. Centennial Features.** There were four articles on the AALL centennial this year. He plans at least one centennial article in each issue through 2006. The Centennial Celebration Committee has been meeting. They hope that LLJ will play a significant role in the Centennial activities with a clear focus on the 2006 year volume. At least one issue will be devoted to the Centennial as was done with the 50 year celebration.

Frank is planning to put together a group with members from this Committee and others to work with him as a sounding board, to generate ideas, etc. He hopes to have this group together by next summer.

**c. Upcoming Issues.**

**Fall 2003 Issue.** Frank worked with the Research Committee and to identify members that received grants. A grant article was published in the Summer issue. Grant reports do not always make successful articles. Frank hopes to get more publishable articles on these grants. He thinks expectations are not spelled out to grant recipients. Camille asked if this is a requirement. Frank indicated it's ambiguous, and perhaps not reasonable because not every research activity lends itself to an article.

**Winter 2004 Issue.** This issue will contain substantial tributes to Julius Markes.

**Spring 2004 Issue.** This will be the 50<sup>th</sup> anniversary of the *Brown v. Board of Education* decision. He wants to do something that notes that anniversary, but it will not encompass the whole issue.

**d. Miscellaneous Items.** Frank asked the HQ staff to put an author's guide on AALLNET. He will continue to add LLJ materials, i.e., Format for Bibliographies, to make AALLNET more informative.

He has given Hein-OnLine back files of LLJ. The earlier articles are actually available now, but it is difficult to access them. The LLJ page links to articles from the last four years. The Members' Only Section has tiny tabs on the ride side one of which is for the LLJ --Hein-on-Line is there.

Citation Format: As we all know LLJ adopted the AALL Uniform Citation Guide. Frank wanted to know what the Citation Reform Committee was doing to promote this citation system and how many

other journals are using paragraph numbering. Camille will contact the Committee to inquire.

## **2. Paul discussed Spectrum.**

**a. General Comments.** The current volume year concluded in July. He feels the magazine continued to build on the success on the first volume year. He had many discussions with Susan and Maya to ensure that the progress continues. There were good reviewers at the Annual Meeting, as well as the excellent overview article. Maya left with two issues to be completed. Bonnie helped out and has been helping with Julia's transition. The December issue is completed and the February issue is on track.

**b. Upcoming Issues.** In April the focus will be on *Brown v. Board of Ed.* or something on diversity – individual experiences, institutional changes, the profession as a whole. May will be the architecture issue. June will concentrate on the annual meeting. July's theme is still to be determined. Spectrum will also present a number of Centennial features through the 2006 Annual Meeting.

**c. Goals.** For the next few months, he will be working with Julia. He spoke with her during the interview process and is confident she will be very good in communicating with Paul and the member authors. He has asked her to start thinking about future issues and wants her to be very involved with publicizing and memorializing the centennial year. This is a going to be a transition year. He can't really give a concrete rundown of the coming year, other than he's looking forward to working with Julia. He will try to continue what he and Maya started to do with the website, publicizing deadlines, and advertising.

He wants to put together one document that includes the "things" potential authors need to know: types of articles accepted; information about how articles are edited, deadlines, style, etc. He will work with Julia to get these guidelines written in the near future.

## **C. Report of the Sub-committee on AALL Elections Coverage in AALL Spectrum**

Camille asked the Committee to focus on two questions: (1) What does the Bylaws change adopted this summer for earlier elections mean for Spectrum? Will we have time to publish the candidate information after the annual meeting? (2) Is Spectrum the appropriate place for the election/candidate information?

Paul explained that currently the September issue of Spectrum is a review of the Annual Meeting. The December issue has traditionally been dedicated to election coverage and candidate profiles; etc. The by-laws changes will move the elections to November. The elections issue requires approximately three months lead time. To include elections related materials in Spectrum before the new elections date will mean particularly short deadlines for all involved.

Paul stated that perhaps we should not include candidates' information in Spectrum. He suggested the Association could distribute the information through a member mailing or distribute it electronically. A lengthy discussion continued on placement of the candidates' bios and statements and the archival importance of this information. Frank stated that the Executive Board would need to resolve the issue.

Frank moved we recommend to the Board that elections information not be included in Spectrum and that the Board should determine an alternative method for distributing to AALL members candidate biographies, statements, profiles and other election information. After additional discussion, a friendly amendment was added to state that the Board should also address the issue of identifying and archiving appropriate election information. Sarah seconded the motion. All members were in agreement.

#### **D. Discussion of Issues Presented to the Special Committee on Membership Publications.**

**Suzanne Thorpe**, Chair of the Special Committee on Membership Publications, explained that the charge of the special committee as created by AALL President Janis Johnson is to examine the purpose, scope and frequency of the AALL Spectrum, AALLNET and Law Library Journal as the Association's major vehicles for communicating with its various constituencies. Specifically, the AALL Spectrum has now evolved into a major public relations tool and educational venue from its origins as the Association's newsletter. However, the Association has never re-examined some of the basic premises on which Spectrum is based, e.g., its frequency, member authorship, regular columns, etc. In addition, AALLNET has emerged as a timely avenue for communicating with members yet we have not evaluated its place within the current structure and exactly how it is being used.

The Task Force/Special Committee will make recommendations to the Executive Board by Spring 2004 on the following:

- Scope of AALLNET & Spectrum
- Publication frequency for Spectrum
- Role of each publication as a public relations tool
- Role of each publication as a vehicle for communicating Association business to members

The Special Committee plans to provide a snapshot of where information (staff policies, procedures, committees, task forces, program and meeting information, publicity, Chapter / Member news, etc.) is located now and how it is used by our members. They hope to set the stage for further investigation and discussion.

Suzanne explained the committee assignments:

Susan Siebers will examine the issues members grapple with and information they are looking for to answer various questions. She will try to determine where they look for information, where they actually find information and what they do with it. There is still tension among AALL members concerning Spectrum and its purpose. One question is do we need more balance between what it was and what it is now?

Sarah Andeen explained that she will examine the various components of AALLNET to determine how information is distributed, what members use it for, who's using it, how much it costs, archival capabilities, job descriptions, search capabilities, etc. She will examine possible ways to use AALLNET more effectively.

Suzanne Thorpe will gather and analyze member comments on a variety of issues.

Frank reminded everyone that LLJ also has a lot of members news, too. The Annual Reports issues contain hundreds of pages of member news. He suggested that this information should be included in the Special Committee's review.

Meeting adjourned. We will reconvene for breakfast at 8:00 am on Saturday (10/18) and the meeting will begin at 8:30.

### **Session 2: Saturday, 8:30 -12 noon p.m. October 18, 2003**

submitted by: Dan Campbell

#### **III. Review of Friday afternoon(10/17) session:**

Camille reviewed the Friday afternoon session and the items on the "To Do" List.

- a. Recommendation to Susan Fox regarding the Editorial Director position.
- b. Draft a letter to the Citation Reform Committee regarding the status of the uniform citation initiative.
- c. Make recommendation regarding the removal of election coverage in AALL Spectrum.

#### **III. Introduction of the New Director of Publications:**

Susan introduced Julia O'Donnell, the new Director of Publications for AALL. This was Julia's first day of work at AALL. Her first day at headquarters will be Monday, October 20.

#### **III. AALLNET Advisory Committee Report:**

Sandra Marz, Chair of the AALLNET Advisory Committee and Ex-Officio member to this Committee, provided an AALLNET Advisory Committee report:

- a. The Committee is busy planning the Webmasters and Listowners Annual Meeting work-shops. The two programs are very popular.
- b. The Committee is rewriting its Mission Statement.
- c. The Committee is working on establishing criteria for linking to the AALLNET web site.
- d. The Committee is working to improve how users may submit comments via AALLNET.
- e. The Committee is drafting a Frequently Asked Questions page for AALLNET.

#### **IV. Special Committee of Member Publications:**

Suzanne Thorpe, Chair, and members Sarah Andeen and Susan Siebers reviewed the Special Committee's Charge ( Tab 5) and continued the discussion from Friday afternoon. The Committee is currently in the process of gathering various types of financial, statistical and user information regarding Spectrum, AALLNET, and related information from the membership regarding how the various publications are used. The advantages and disadvantages of a membership survey was discussed as well as the use of an online discussion forum to gather member comments.

Camille reminded the Committee of the 2001 LLJ focus groups hosted by CCH and moderated by Leslie Bonocum. She commented that although the emphasis was on the Law Library Journal many of the member comments covered the AALL Spectrum. Susan Fox will send the report to the Special Committee. Camille will send the minutes from the October 2001 meeting to the Special Committee.

Susan Fox provided an overview of the financial aspects of publishing AALL Spectrum and how AALL members use the publication. She indicated that there may be a tension between the old AALL Newsletter and the new AALL Spectrum as the balance shifts from a greater proportion of member news to more substantive editorial content. After discussion, the Committee expressed the general sense that the AALL Spectrum publication schedule does not always allow for timely member news dissemination. Various Committee members stated that perhaps member related news items and the reporting of Association activities may be more appropriate for AALLNET and that this concept needs further discussion.

Frank Houdek raised concerns about ensuring that an official record of Association activities be maintained. He said that while LLJ is the publication of record for the Association, the concerns of maintaining and archiving records of the Association should be a part of the larger discussion. Kate Martin recommended that the Special Committee evaluate all related publications such as LLRX, Law-Lib, and LSRQ to determine the extent to which AALL activities are covered. Frank agreed that this should be done and raised the question about how the availability of these other publications affected the role of AALL in providing information other than member-related information.

Sarah Andeen, who is reviewing the AALLNET website for the Special Committee discussed the AALLNET on a conceptual level, what information is available on the site, how it is distributed, how it is used, and the future possibilities associated with repackaging the information available from different portions of the site, various entities' information and from our publications including LLJ and AALL Spectrum. She suggested that parts of this very important conceptual discussion will need to be addressed in a longer term, more far-ranging project that can be completed by the Special Committee at this time. Several members expressed concern about the importance of the archival value of all AALL publications and AALLNET and that this aspect must be addressed by AALL. The Committee continued discussion on the idea of "repackaging" the information available on AALLNET. In general, ideas about the ability to aggregate and disaggregate information based on an individual's particular need were discussed. The Association might also desire to package (and perhaps sell) materials for presentation, educational purposes with links based on the particular purpose. Value added materials such as power point programs, handouts, issue briefs, were mentioned. The Committee realized that we should be addressing this issue for the near term (the Special Committee charge) in light of the place we need/want to be in 5 or 10 years. The archiving and preservation issues will be an extremely important part of any discussion. The choice of formats (PDF; HTML; E-mail; etc) used will also provide opportunity and flexibility in reaching our goals. Perhaps the Association should look to continue the Special Committee's charge by appointing a taskforce to address the complexity of the issue.

Susan Fox initiated a discussion regarding whether the current number of issues of AALL Spectrum was appropriate. Frank suggested that the frequency should be dictated by the availability of content. Paul discussed the ramifications and potential benefits of reducing the number of issues. He emphasized that by reducing the number of issues, Spectrum stands to lose its current characteristics as a monthly membership magazine. He felt confident that establishing good communication and re-defining the editing relationship and responsibilities between the Editorial Director and the Director of Publications, as discussed earlier, would relieve the pressure of maintaining a ten-issue publication schedule. On the other hand, more time between issues could provide an opportunity to modify the scope of the magazine and allow, for example, more theme-based issues. Susan added that the motivation for inquiring about reducing the number of annual issues was based on finance and budget. She will continue to review the implications of reducing the number of issues published.

Responding to a question posed by Suzanne, Paul described the internal and external editorial processes. Reviewing the publication schedule on a month by month basis, he provided an overview of the items and columns that regularly appear in Spectrum. He described the Association business content and the associated deadlines and space requirements. The Committee discussed what content that is currently included in Spectrum could be moved to AALLNET. Paul suggested that Spectrum should be used to publish member-provided editorial content and that membership news and some types of business content should be moved to AALLNET.

Camille suggested that it would be important for the Executive Board to express an opinion as to what AALL Spectrum is and should be, but suggested that the Committee discuss a project to temporarily move some member-content to AALLNET. A trial of this sort would allow us to measure the membership's response and receptivity. The concept of using push technology, such as "From the Desk of" to send out member-related information was discussed. Concerns were raised about the privacy of membership information and news if publication of this information were relocated to AALLNET. The Committee agreed we should pursue the possibility of distributing content via other means or perhaps in dual-format (AALLNET / Spectrum / E-mail). Obviously, the scope and specificity of the content and the method and breadth of dissemination would need be discussed and determined. Paul, Susan and Camille will further review the possibility of distributing membership news by means other than AALL Spectrum.