**ALL-SIS Legal Research and Sourcebook Committee Chair Handbook
2007**

In 2007, the Legal Research Committee and the Sourcebook for Teaching Legal Research Committee were combined into the Legal Research and Sourcebook Committee. The combined charge for the new Committee is

- Plan and conduct the Legal Research Roundtable at the AALL Annual Meeting
- Develop and maintain the *Sourcebook for Teaching Legal Research* on the ALL-SIS web site
  - Incorporate submissions to the *Sourcebook* as received throughout the year
  - Work with the Public Relations Committee to publicize the *Sourcebook*
- Expand legal research information on the ALL-SIS web site
- Compile information on the use of new technologies and approaches (e.g., email, instant messaging, wikis, blogs) for the delivery of reference services in academic law libraries
- Submit one column to the ALL-SIS Newsletter describing the work of the Committee during the current year

Suggested Calendar of Duties

May – June

The incoming ALL-SIS Chair appoints the Chair(s) and members of the Legal Research and Sourcebook Committee. Typically, members include both returning Committee members and new faces.

The incoming Chair(s) of the Legal Research and Sourcebook Committee should send a welcome message to Committee members and include each member's contact information along with a description of the work planned for the upcoming year.

June

The Chair should check to see when the Legal Research Roundtable is scheduled during the AALL Annual Meeting and begin publicizing the roundtable via the ALL-SIS listserv as well as the RIPS-SIS and PLL-SIS listservs. The

Chair should also contact Committee members to solicit moderators for each table.

A decision should be made as to whether participants will select tables by particular topic (advanced legal research, first year legal research, specialized legal research, etc.) or whether each table will address the same issues with discussions developing spontaneously. If tables are to be divided by topic, decisions must be made regarding the number of tables for each topic and signs should be made so that tables are clearly marked.

Whether tables are divided by topic or not, it is generally a good idea to have some questions prepared to generate discussion among the participants. Ideas for questions can be solicited from the entire Committee. Sufficient numbers of handouts should be made. Decisions on who will serve as note-takers should be made (may or may not be the same person as the moderator).

The promotional brochure for the *Sourcebook for Teaching Legal Research* should be updated and photocopied for distribution at the Legal Research Roundtable.

The Chair should also notify members of the date and time of the Committee meeting at AALL and determine who will and will not be able to attend.

July – AALL Annual Meeting

The Chair is responsible for two activities at the Annual Meeting: the Legal Research Roundtable and the Legal Research and Sourcebook Committee meeting.

Roundtable: Arrive early to check on the set-up and arrange for additional chairs if needed. Distribute prepared questions to each seat. Ask the moderators to arrive early and greet the people at their table. Note takers should also arrive early and be reminded to take notes of the discussion at their table. One Committee member should serve as a greeter at the door to assist people find tables. The Committee Chair should be available for any last-minute details such as securing additional chairs.

Committee Meeting: The Chair should welcome new and returning members and solicit current contact information from each member. The Chair, in conjunction with the ALL-SIS Chair, should decide in advance whether additional members will be added if non-Committee members show up at the meeting and request to be placed on the Committee.

August

Solicit notes from Roundtable note-takers. Organize and edit notes and post them on the ALL-SIS Legal Research and Sourcebook Committee web page. Solicit feedback from Committee members who participated in the Roundtable.

Roundtable notes can also be used to draft an article for the ALL-SIS Newsletter.

Incorporate any submissions received as a result of the AALL Meeting into the *Sourcebook*.

Follow-up with Committee members as needed.

March

Work with the ALL-SIS Chair to arrange for the Roundtable at the Annual Meeting. Discuss room size and configuration.

Near the end of the month, request that committee members volunteer to assist in a direct-email campaign to solicit contributions to the *Sourcebook for Teaching Legal Research.*

April

At the beginning of the month, volunteers should be assigned email contact lists to update prior to beginning direct-email solicitation of contributions to the *Sourcebook for Teaching Legal Research*. Contact lists consist primarily of names and email addresses of reference, instruction, and other public services librarians in academic law libraries. Updates should be completed by mid-April.

At the end of April or beginning of May, direct-email volunteers should send emails to the academic law librarians on their lists. Below is the standard email used in May 2007:

> Dear [insert contact name],
>
> I am writing on behalf of the ALL-SIS Sourcebook for Teaching Legal Research Committee.
>
> Have you created any legal instructional materials such as syllabi, presentations, handouts, exercises, or exams? If so, please consider sharing them with your colleagues through the ALL-SIS Sourcebook for Teaching Legal Research,

http://www.aallnet.org/sis/allsis/secure/Research/sourcebook.asp.
The Sourcebook is a searchable, subject-browsable database of
instructional materials accessible by any member of AALL who has
an AALLNet password. You do not have to be a member of ALL-
SIS to use the Sourcebook. The purpose of the Sourcebook is to
make course materials available to members of AALL for use in
teaching and training.

Materials can be submitted in any electronic format, including
Word, WordPerfect, HTML, PowerPoint, and PDF. Authors retain
copyright in the materials they submit to the Sourcebook, but grant
AALL members permission to use them for educational purposes.
The Sourcebook is password protected, so your students will not
find your materials on the open web.

The more instructional materials the Sourcebook can compile, the
more useful it will be to all members, including you. Please
contribute today.

Sincerely,

Contributions received should be added to the Sourcebook database.