

ALL-SIS Awards Committee Chair Handbook

revised 6-17-07

April – May

The chair and members of the program planning committee are usually appointed by the incoming ALL-SIS President before other committees so that members can begin work early. Ideally the committee will consist of some retuning members as well as new ones. The Committee Chair should send a welcome message to Committee Members distributing everyone's contact information.

May – July

New committee members should be encouraged to review the ALL-SIS Awards page so they will be familiar with the awards that will be given. Deadline to apply is March 31. <http://www.aallnet.org/sis/allsis/> The established awards are:

Frederick Charles Hicks Award for Outstanding Contributions to Academic Law Librarianship

ALL-SIS Outstanding Article Award

ALL-SIS Outstanding Service Award

These awards are presented annually at the discretion of the committee. If the committee does not have a nominee that meets the criteria the award will not be given.

The committee also awards grants, including:

ALL-SIS CONELL Grant

This grant helps a newer member attend CONELL and was on a three-year trial from 2005-2007. It has since been established as a regular grant.

The Committee also may be asked to handle a special award or grant. An example is the special ALL-SIS granted to attend the fall symposium on *Legal Information and the Development of American Law: Further Thinking about the Thoughts of Bob Berring*. A summary is at http://www.aallnet.org/sis/allsis/newsletter/26_2/Berring.htm

In July at the Annual Meeting

The outgoing Committee Chair will be called upon to give a report at the ALL-SIS Business Meeting. This is a good opportunity to publicize the ALL-SIS awards, encourage nominations for the next year, and remind everyone to attend the awards presentation at the ALL-SIS Reception.

Fall

In late fall the chair should update the application materials for all the awards and grants and check with the section chair to see if the committee has any new ones to administer. Drafts should be sent to the committee members and then the applications should be posted to the ALL-SIS Awards webpage.

November-December

Draft a notice of the ALL-SIS awards and grants for the *AALL Spectrum* noting the submission deadline for the February issue is normally the first week in December. Circulate the draft to the committee before submission for the SIS Column.

January

Notice of the awards should be sent to the ALL-SIS listserv <all-sis@aallnet.org> in early January, often with an introductory note:

It is not too early to begin thinking about nominees for ALL-SIS Awards. Details on the three awards and CONELL grant are below, which have application deadlines of March 31. etc.

February

Notice appears in *AALL Spectrum*. Remind ALL-SIS chair to include reminder in any listserv postings.

March

Around first of month post reminder to ALL-SIS listserv and Director's listserv. About seven days before the March 31 deadline post another reminder that the deadline is approaching.

Forward applications to committee members via e-mail as they arrive. Confirm via the AALL Homepage Member Directory that if ALL-SIS membership is a requirement for the award or grant that the applicant is qualified.

April

Send committee members a list of the applicants for each award and grant and confirm that they have all the materials. Ask them to review the criteria for each award and then send the chair the ranking of the applicants. The chair will compile those results and notify the committee for confirmation of the award or grant. Where there is not agreement the committee will discuss via e-mail or conference call the criteria and qualifications of the applicants to reach a decision. If the committee has two well qualified applicants for a grant and is having great difficulty selecting one recipient the SIS Chair should be contacted to see if more than one grant can be given.

Once the decisions are made the SIS Chair and recipients are notified, normally via e-mail. If photos of the recipients are not on their web pages, request digital photos when you notify the recipients so they can be used in the ALL-SIS newsletter (or the web page).

In the case of a grant, the recipient needs to acknowledge acceptance of the grant. If the grant cannot be accepted the committee will consider other applicants.

Notices of the awards and grants should be sent to:

- 1) ALL-SIS listserv
- 2) ALL-SIS webpage
- 3) ALL-SIS Newsletter (please note submission deadline)
- 4) SIS Column for *AALL Spectrum*.

The ALL-SIS Treasurer and AALL HQ should be advised of the CONELL grant recipient so ALL-SIS can cover the CONELL registration cost. AALL reserves a spot for the recipient.

May

Information on the Awards and Recipients should be sent to AALL HQ (Kimberly Rundle) so that plaques can be made for the awards ceremony at AALL and included in the AALL Awards Brochure.

An annual report for the committee should be prepared and sent to the ALL-SIS chair.

The committee handbook should be reviewed and revised to reflect any changes.

Committee members should be thanked for their work.

June

Check with SIS Chair on details for the ALL-SIS Reception and Awards Ceremony. You may be asked to proofread Awards listings for Awards Brochure.

July

at AALL

Pick up plaques at AALL from Sign room.

Coordinate with SIS Chair about making presentations during ALL-SIS Reception and Awards Ceremony.

post AALL

For CONELL grant recipient be sure housing receipt for one night is forwarded to ALL-SIS Treasurer (and then to HQ) for reimbursement.

Sample Annual Report

ALL-SIS Awards Committee 2006-07

The ALL-SIS Awards Committee selected the following award and grant winners. Winners will be recognized at the ALL-SIS reception at Loyola on Sunday, July 15, 2007, during the AALL meeting in New Orleans.

Lee Peoples, Associate Director of the Oklahoma City University Law Library, is the recipient of the ALL-SIS Outstanding Service Award. Lee is currently the chair of the ALL-SIS Continuing Education Task Force and a member of the Program Committee.

The winner of the ALL-SIS Outstanding Article Award is **Bonnie Shucha** of the University of Wisconsin Law Library where she is Head of Reference. Her article, *The State of the Law Library Blogosphere*, is available at <http://www.llrx.com/features/blogosphere.htm>

Serials and Technology Librarian **Yu-Hui Chuang** of Rutgers University Law Library in Newark will receive a grant to attend the CONELL meeting at AALL. The ALL-SIS will cover the costs of registration and one night's lodging. This grant is in the final year of a three-year pilot program and is being recommended for continuance.

The Frederick Charles Hicks Award for Outstanding Contributions to Academic Law Librarianship was not made this year.

In the fall **Maryellen O'Brien** was selected to receive a special ALL-SIS grant to attend the symposium on *Legal Information and the Development of American Law: Further Thinking about the Thoughts of Bob Berring*. The symposium was October 21, 2006, at Boalt Hall School of Law at the University of California. Her report of the conference is in the ALL-SIS Newsletter for Spring 2007 at http://www.aallnet.org/sis/allsis/newsletter/26_2/Berring.htm

Committee members for 2006-07 were John Edwards (chair), Marlene Alderman, and Mary Ann Nelson.

Additional information on ALL-SIS awards and grants, including past recipients, can be found at the ALL-SIS home page at <http://www.aallnet.org/sis/allsis/committees/awards/>