

Legal Research & Sourcebook Committee Chair Handbook 2017

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Committee Charges

As of July 2017, the committee has the following charges:

1. Plan and conduct Legal Research Roundtable at the Annual Meeting.
2. Provide a summary of each Legal Research Roundtable for the committee website.
3. Administer a survey to obtain data on how Legal Research Programs are taught in law school. Maintain longitudinal data on website so that trends can be identified.
4. Develop and maintain the Sourcebook for Teaching Legal Research on the ALL-SIS website.
5. Work with Public Relations Committee to publicize the Sourcebook.
6. Other projects the Committee or the ALL-SIS Executive Board has identified as necessary.
7. Submit one column to the ALL-SIS Newsletter describing the work of the committee during the current year.

Suggested Timeline

Fall

- Around November, the ALL-SIS Chair will contact you to confirm your preferred time and room size for the Roundtable.
- Email the ALL-SIS Listserv for contributions to the Sourcebook.
- Work with Committee to develop and administer the Legal Research Program Survey.
- (Optional) Contact ALL-SIS Newsletter editor to arrange for a Committee Spotlight.
- (Optional) Contact the ALL-SIS Public Relations Committee chair to plan any other advertising efforts.

Spring

- By early April, consult with the Committee to decide on topics and discussion questions for the Roundtable.
- By early May, submit a column to the ALL-SIS Newsletter summarizing the Committee's work. Around late March, the ALL-SIS Chair will contact you with specific deadlines and instructions.
- Email the ALL-SIS Listserv for contributions to the Sourcebook.
- If requested by the ALL-SIS All-New chair, update and submit handouts for CONELL and/or make plans to send a representative to CONELL.

Summer

- Identify which Committee members are attending AALL and are willing to take notes or lead discussion at the Roundtable.
- Email the ALL-SIS listserv to advertise the Roundtable.
- Update and print handout and table tents for the Roundtable.
- Bring list of questions, pens, note pads, handouts, and table tents to the Roundtable. Pick up sign for roundtable according to instructions emailed to you in early summer.
- Email the ALL-SIS Listserv for contributions to the Sourcebook.

Fulfilling Specific Committee Charges

Legal Research Roundtable (Charges 1 & 2)

- Attendance has been low at the roundtables for the past few years. Consider reaching out to and proposing a joint roundtable with the chairs of the RIP-SIS Research Instruction and Legal Research Competency committees (<https://www.aallnet.org/sections/rips/officers/chairs-16-17.html>), which also host roundtables at the annual meeting (<https://www.aallnet.org/sections/rips/meetings/Annual-Meeting-Materials>.)
- **November:** The ALL-SIS Chair will contact you to confirm your preferred time and room size.
- **February-May:** Consult with the Committee to decide on topics and discussion questions for the Roundtable. Appendix A includes a list of previous topics and examples of discussion questions. In 2016, the Committee met via Cisco WebEx to pick the topics and discussion questions. In 2017, the Committee suggested topics and indicated their most and least preferred topics via Survey Monkey and then discussed via email.
- **June:** Identify which Committee members are attending and are willing to take notes or lead discussion. In 2016, the Committee chair recruited volunteers via email. In 2017, I used a signup sheet on WeJoinIn.
- **Late June-Early July:** Email the ALL-SIS listserv to advertise the Roundtable.

Sample email advertising roundtable:

The ALL-SIS Legal Research & Sourcebook Committee will be hosting its annual Legal Research Roundtable at AALL on Sunday, July 16 from 12:45pm - 2:15pm in the Hilton- Room 402.

Please join us in discussing the following topics:

- Teaching for credit research classes, including First Year Legal Research, Advanced Legal Research, and specialized legal research courses.
- Complex research exercises and effective evaluation methods.
- Instructional technology and student's use and expectations of technology.
- Teaching non-JDs.

We hope to see you there!

- **AALL Conference:**
 - Bring to the Roundtable:
 - Lists of questions.
 - Pens and pads of paper for the note-takers.
 - The sign for the Roundtable. Expect to be contacted sometime in May or June with instructions for picking up the sign at AALL.

- Handouts advertising the Legal Research Sourcebook and table tents identifying the topics for the Roundtable.
 - I've posted the handouts and table tents I used in 2017 at <https://www.aallnet.org/sections/all/committees/pages/legal-research-sourcebook.html>, along with the handout for CONELL (see *Other Projects as Necessary (Charge 6)* below.) On April 10, 2017, ALL-SIS Board member Genevieve Tung confirmed via email that the ALL-SIS Board does not have any previous handouts on file.
 - My handouts use the free fonts:
 - Alte DIN, <http://www.1001fonts.com/alte-din-1451-mittelschrift-font.html>
 - Ebrima, <https://fontzone.net/font-details/ebrima>
 - ADAM.CG PRO, <https://www.behance.net/gallery/13756975/ADAMCG-PRO-Free-Typeface>
 - Designate one or more note-takers to type up and email you a summary of their notes or collect the notes and type them up yourself. Email the notes to the ALL-SIS web chair for posting on the Committee website.

Legal Research Program Survey (Charge 3)

- All surveys are posted at <https://www.aallnet.org/sections/all/committees/pages/legal-research-sourcebook.html>. The last survey is from 2010-2011. Longitudinal data has never been maintained.
- Possible sources of ideas for future surveys include:
 - The Association of Legal Writing Directors Annual Surveys, <http://www.alwd.org/surveys/2004-2012-survey-report/>
 - Caroline L. Osborne, *The State of Legal Research Education: A Survey of First-Year Legal Research Programs, or Why Johnny and Jane Cannot Research*, 108 LAW LIBR. J. 403–426 (2016). <https://www.aallnet.org/mm/Publications/llj/LLJ-Archives/vol-108/no-3/The-State-of-Legal-Research-Education-A-Survey-of-First-Year-Legal-Research-Programs-or-Why-Johnn.pdf/>.

Legal Research Sourcebook (Charges 4 & 5)

- Contributions have scarce the past few years, possibly because there are multiple places for librarians to submit their materials, including the RIPS-SIS annual teach-in kit (<https://www.aallnet.org/sections/rips/teachin/2017.html>), the FCIL-SIS syllabus and course materials database (<https://www.aallnet.org/sections/fcil/teaching/syllabi>), and, more recently, the non-AALL affiliated Project Cora (<https://www.projectcora.org/>). Consider reaching out to the chairs of the RIPS-SIS Legal Research Teach-In committee (<https://www.aallnet.org/sections/rips/officers/chairs-16-17.html>) and the Teaching FCIL committee (<https://www.aallnet.org/sections/fcil/teaching>) to discuss joining efforts by, for

example, archiving teach-in materials and FCIL syllabi and course materials as part of the Sourcebook.

- **Collecting Materials:** The easiest way to collect materials is simply to email the ALL-SIS listserv.

Sample email requesting materials:

Contribute to the Sourcebook for Teaching Legal Research

Have you recently drafted a legal research assignment, handout, or other instructional material? If so, please consider sharing them with your colleagues through the ALL-SIS Sourcebook for Teaching Legal Research (<http://hq.aallnet.org/sis/allsis/secure/Research/index.asp>). The ALL-SIS Sourcebook for Teaching Legal Research is a searchable, password protected online database that provides AALL members with access to over 400 legal research instructional materials, including assignments, exams and other assessment tools, handouts, slides, lesson plans, and syllabi. The more instructional materials the Sourcebook can compile, the more useful it will be to all members, including you!

To submit your materials, please email them to Caitlin Hunter (hunterc@lls.edu) in PDF, Word, or PowerPoint format. We also welcome links to video, webpages, and other media hosted elsewhere, accompanied by a brief description. By submitting your materials, you agree to release them under a Creative Commons Attribution-Non Commercial License (<https://creativecommons.org/licenses/by-nc/4.0/>). Please contact Caitlin Hunter (hunterc@lls.edu) with any questions.

- **Uploading Materials to and Editing the Sourcebook:**
 - Email materials and edits to the ALL-SIS web chair, at least two weeks before you need them to be posted. As of 2017, the web chair is Ellen Augustiniak, eaugustiniak@law.uci.edu. The web chair is listed on the Committee rosters page at <https://www.aallnet.org/sections/all/committees/rosters>.
 - Many materials on the Sourcebook are now older and potentially out-of-date. On March 14, 2016 former ALL-SIS web chair Creighton Miller confirmed via email that it is possible to change the search settings for the Sourcebook so that the default search results include only materials from the last five years, with an option to view older materials. If this is something that interests you, contact the current web chair.
- **Copyright for the Sourcebook:**
 - **Before October 2016:** The submission instructions for the Sourcebook required all contributors to submit a non-exclusive licensing agreement authorizing the Sourcebook to use their materials. However, it's not clear that any agreements were ever collected. I did not receive copies of any agreements when I took over as chair and, on September 9, 2016, ALL-SIS Board Member Genevieve Tung told me via email that agreements were not kept on file by ALL-SIS but were instead submitted

to AALL Publications Manager Heather Haemaker. However, on September 16, 2016, Heather told me via email that she had never received any agreements for the Sourcebook. She said that she was willing to keep agreements on file in the future if they were emailed to her with the subject line “Legal Research Sourcebook.” As of July 2017, Heather has one agreement on file from a submission made September 14, 2016.

○ **October 2016 Move to Creative Commons:**

- After becoming chair, I learned that the Committee had received complaints about the licensing agreement and, from approximately 2014 to 2016, the Committee had drafted revised submission guidelines and a revised, Creative Commons style licensing agreement. However, the committee had never submitted either to the ALL-SIS Board for approval. I updated the submission guidelines and licensing agreement and submitted both the committee versions and my versions to the ALL-SIS Board for approval. These versions are included as Appendix B. The ALL-SIS Board consulted with the AALL Board and, on September 22, 2016, AALL Board Member Meg Kribble and ALL-SIS Chair Prano Amjadi confirmed via email that the Committee is not required to collect a copyright release and is free to move to Creative Commons.
- On October 2, 2016, I asked the Committee if anyone objected to updating the submission guidelines and either switching to the updated Creative Commons style licensing agreement or switching to Creative Commons outright. No one objected, so I updated the submission guidelines and email to state “By submitting your materials, you agree to release them under a Creative Commons Attribution-Non Commercial License, (<https://creativecommons.org/licenses/by-nc/4.0/>), as described in the ALL-SIS Sourcebook Copyright Release (<http://www.aallnet.org/gm-node/46257.aspx>).”
- In spring of 2017, I learned that a similar project for non-law librarians (Project Cora, licensing information at <https://www.projectcora.org/about/cora-policies-procedures/copyright>) simply uses a Creative Commons license. I updated the submission guidelines and email again to read “By submitting your materials, you agree to release them under a Creative Commons Attribution-Non Commercial License, (<https://creativecommons.org/licenses/by-nc/4.0/>).”

- **Working with Public Relations Committee to Publicize the Sourcebook:** I did not work with the Public Relations Committee this year but, if you would like to publicize the Sourcebook, your best bet is to contact their current chair, listed on the Committee rosters page at <https://www.aallnet.org/sections/all/committees/rosters>.

Other Projects as Necessary (Charge 6)

- In 2017, the ALL-SIS Chair and ALL-SIS Board liaisons periodically emailed committee chairs to request updates on the committees' activities and ask the chairs to review the committee charges.
- In March 2017, the ALL-SIS All-New Chair asked the ALL-SIS committees to email him a handout to distribute at CONELL. The handout I submitted is posted at <https://www.aallnet.org/sections/all/committees/pages/legal-research-sourcebook.html>. The All-New chair also said that the Committee was welcome to request its own table at CONELL and send a representative to meet with attendees.

Submitting a Column to the ALL-SIS Newsletter (Charge 7)

- The ALL-SIS Chair will email you with instructions on when and how to submit your column. In 2017, the ALL-SIS Chair sent out an email on March 28, setting a May 1 deadline to submit the report to Jocelyn Kennedy, jokennedy@law.harvard.edu.
- For examples of past columns see <https://www.aallnet.org/sections/all/resources/newsletter/archives/35-4.pdf> and <http://www.aallnet.org/sections/all/resources/newsletter/archives/36-3-4.pdf#page=9>.
- On December 7, 2016, ALL-SIS Newsletter editor I-Wei Wang, iwang@law.berkeley.edu, told me via email that the Committee could also contact her and Jocelyn to participate in the Newsletter's Committee Spotlight, especially if we wanted to promote a particular project (such as e.g. requesting *Sourcebook* contributions.) Plan to get in touch a month or two in advance- the submission deadline is generally a month in advance and the Committee Spotlight slot may already have been taken by that time.

Appendix A1: Past Roundtable Topics

Compiled from notes posted at <https://www.aallnet.org/sections/all/committees/pages/legal-research-sourcebook.html>.

For credit legal research classes generally (2013)
AALL Legal Research Competencies (2016)
Coping with budget cuts (2010)
Integrating legal research and legal writing (2008)
Cooperation between academic, firm, and court librarians to effectively teach legal research (2010)
New ABA standards (2016)
Distance education (2013, 2016)
Information literacy (2008)
Free internet tools (2013)
Advanced Legal Research and/or specialized legal research (2006, 2008, 2010)
Administrative law for 1Ls (2009)
How many platforms can we teach? (2013)
Flipping the classroom (2013, 2016)
1L Legal Research (2006, 2008)
Complex research exercises (2010, 2013)
Moot courts, law reviews, clinics, and trial teams (2013, 2016)
Teaching Non-JDs (2013, 2016)
Instructional technology (2006, 2010, 2016)
Foreign and international students (2006, 2008)
Practitioners' opinions of recent law grads' research skills and research education (2013)
CLEs (2010, 2016)
Foreign and international research (2010)
Evaluation methods (2009)
Textbooks for legal research (2008, 2009, 2016)
Adding legal research to the bar exam (2010)
Cost-effective research (2013)
Students' use and expectation of technology (2010)

Appendix A2: 2016 Roundtable Topics and Discussion Questions

Law libraries and the New ABA Standards

Learning Outcomes and Assessment:

- Have you incorporated the AALL Legal Research Competencies in your legal research classes?
- If so, how?
- What steps, if any, have you or your institution taken to map legal research learning outcomes to particular courses and then assessing how students actually perform?
- What resources do you use to develop learning outcomes and assessment exercises?

Non-Traditional Paths for Legal Research Instruction

Teaching and support of moot court teams, law journal editors, clinical programs, and trial teams:

- What do you do at your school?
- What is the appropriate model for teaching and support of moot court teams, law journal editors, clinical programs, and trial teams?
- What barriers do you see to implementing such a model?
- How do/can we market legal research teaching and support of moot court teams, law journals, clinical programs, and trial teams?

Teaching legal research to non-JD candidates: Foreign LLM, MLS (Master of Legal Studies), and library (MLIS, and MIS) students:

- What do you do at your school?
- Do you teach the same way to J.D. candidates as to non-J.D. students?
- If you teach differently, in what ways do you teach differently?

Teaching CLEs:

- Are you involved in teaching CLEs?
- What barriers do you see for librarians getting involved in teaching CLEs?
- How would you go about getting started?

Asynchronous Research Instruction, Flipped Classrooms, and Online / Distance Education

Teaching legal research in a distance learning environment / asynchronous teaching:

- What do you do at your school?
- How do you engage students?
- Do you deal with different time zones? If so, how do you deal with that difference?

- What other differences do you see in teaching distance learning versus traditional methods?
- What are / should be the best practices for teaching in an asynchronous environment?

Flipped Classrooms:

- Do you flip your classroom? If so, what is the structure of your class?
- What material is best suited for shifting to pre-class student preparation?
- How do you “enforce” the pre-class preparation?
- How do students react to flipping the classroom?
- What barriers do you see to flipping the classroom?
- If you flip your class, have you noticed any differences in results and if so, what were they?

Appendix A3: 2017 Roundtable Topics and Discussion Questions

For credit legal research classes generally

- **1L Legal Research**
 - Do librarians teach 1L legal research?
 - How many weeks is it taught?
 - How many credits does it receive?
 - How is it graded? (E.g. Curved, pass/fail, pass/fail/honors; Stand-alone grade or integrated into legal writing)
 - What topics and resources do you teach? (E.g. Administrative law, forms, Practical Law, Bloomberg, other databases beyond Lexis and Westlaw, print.)
 - How coordinated is the instruction? (E.g. Do all librarians teach the same topics and use the same exercises or is there more flexibility?)
 - Is the current structure effective in teaching the students?
 - Are they motivated?
 - Are they getting enough instruction time to research effectively?
 - Do they actually remember anything by the time they graduate?
 - Is the current structure manageable for the librarians? (E.g. Workload)

- **Integrating legal research and legal writing**
 - How, if at all, are they integrated at your school?
 - Overall, are you happy with the current level of integration at your school?
 - Why or why not?
 - Would you like more integration? Less?
 - What's been successful?
 - What's been unsuccessful?

- **Advanced Legal Research and/or specialized legal research**
 - What Advanced Legal Research and specialized legal research classes do you teach?
 - For ALR and other specialized classes:
 - How many weeks is it taught?
 - How many credits does it receive?
 - How is it graded? (E.g. Curved, pass/fail, pass/fail honors)
 - What's been successful?
 - What's been unsuccessful?

Complex research exercises & Evaluation methods

- What types of research exercises and evaluation methods do you use? (E.g. Writing a brief or memo, short answer, treasure hunt, quizzes)
- How many research exercises and evaluations do you assign? (E.g. 5 homeworks and a final; One memo with checkpoints along the way.)
 - In your 1L class?
 - In ALR?
 - In other classes?

- What is your process for writing exercises and evaluations?
 - Where do you find hypotheticals?
 - What (if anything) do you do to make them more complex?
 - How often do you re-use tried-and-true problems? How often do you create fresh problems?
 - How far in advance do you create problems?
 - Who do you get input from when you are creating problems? (E.g. Fellow research instructors, other instructors, students, practitioners.)
- What is your favorite problem to use and why?
- What problems have flopped and why? Were you able to or are you planning to rework them?
- How much time do you spend in class on lecturing vs. in class exercises?
- Do you allow students to work together on any assignments? Which assignments? Do you have any advice on making collaboration effective?

Technology

- **Instructional technology**
 - What technologies do you use? E.g.:
 - Clickers and polling software
 - Creating your own video tutorials (e.g. Camtasia)
 - Video tutorials by databases
 - TWEN vs. Blackboard vs. other platforms
 - What's been successful?
 - What's been unsuccessful?
- **Students' use and expectation of technology (2010)**
 - Do students have realistic expectations of technology? In what ways?
 - Do students have adequate technology skills? What strengths and deficits do you see?
 - Do you teach technology skills to students?
 - What skills? (E.g. Office, PDFs, practice management software, discovery software.)
 - What's been successful?
 - What's been unsuccessful?

Teaching Non-JDs

- What do you do at your school?
- Do you teach the same way to J.D. candidates as to non-J.D. students?
- If you teach differently, in what ways do you teach differently?

Appendix B1: Revised Submission Guidelines- Committee Draft

Please submit materials to the [Chair of the Legal Research & Sourcebook Committee](#).

Submission should be the author's original material. If materials are developed by a team all team members must agree to the submission and sign the licensing agreement. All submitted content falls under [a Creative Commons license: Attribution-Non Commercial. *This will refer to attribution policy currently being developed*]. Contributors must complete copyright release form.

The Sourcebook committee prefers electronic submission via email. If necessary, however, submissions can be submitted by other means.

Sourcebook materials should:

- Reflect current law
- Be original material or revisions of authors own material
- Developed for use in legal research instruction
- Pertain to subject matter relevant to legal research instruction
- Meet the content and format specifications listed below

Type of content and format:

* Materials can be submitted in whatever format the document was originally created, e.g. PowerPoint or Word. Other content areas not listed may be considered for submission by the Sourcebook committee.

- Course Proposals
- Assessment tools
- Syllabi
- Lesson Plans
- Handouts
- PowerPoints
- Assignments and Hypotheticals
- Links to videos, webpages, and other media created for a legal research course.
 - Media files cannot be hosted within the Sourcebook, however, the Sourcebook will link to media content hosted elsewhere. Media submissions should include a short description or abstract, as well as any technical requirements needed in order to play / display the item.

Appendix B2: Revised Copyright Release- Committee Draft

Copyright/Attribution Form

- I. This copyright release applies to the undersigned's participation as a contributor of materials for the ALL-SIS Sourcebook for Teaching Legal Research.
- II. Contributor grants to AALL's Academic Law Libraries SIS (ALL-SIS) the right to reproduce, publish, and distribute, in any format (print or electronic), any materials submitted for use in the ALL-SIS Sourcebook for Teaching Legal Research.
- III. Contributor guarantees that this material is an original creation and does not include material which has been published elsewhere. If copyrighted material has been included, it is contributor's duty to secure and submit an appropriate release.
- IV. Contributor grants to AALL ALL-SIS members the license(s) circled:
 - a. Members may use the materials as described below for the purpose of instruction or other non-commercial library activities provided they give credit to contributor.
 - b. Members may create derivative works of the works described below for the purpose of instruction or other non-commercial library activities.
 - c. Members may distribute the materials described below to others for the purpose of instruction or other non-commercial library activities.
 - d. Members may create derivative works from the materials described below and distribute them to others provided they also provide the derivative work to future Sourcebooks under the same terms.
 - e. Members may use the materials as described below for any purpose.
- V. When signed by both parties, this will constitute our entire agreement regarding contributor's materials for the ALL-SIS Sourcebook for Teaching Legal Research. Retain one copy of this release for contributor's files; return a signed copy by <Date>, to ALL-SIS Rep via FAX at the number below or via email in a PDF document.

This copyright release applies to the materials described below:

The parties agree to the terms set forth in this document.

By: _____ By: _____

Contributor

ALL-SIS Rep

Accepted and agreed to this _____ day of _____, 2016.

Appendix B3: Revised Submission Guidelines- Chair Draft 9.8.2016

Please email materials to the [Chair of the Legal Research & Sourcebook Committee](#), along with a completed copyright release [Will be linked].

All submissions must be the author's original material and will be released under a [Creative Commons Attribution-NonCommercial license](#). If the material was developed by a team, each team member must agree to submit the material and must sign the copyright release.

Sourcebook materials should:

- Reflect current law
- Be original material or revisions of the author's own material
- Be developed for use in legal research instruction
- Cover subject matter relevant to legal research instruction

The Sourcebook accepts the following materials in their original format, such as PowerPoint or Word:

- Course proposals
- Assessment tools
- Syllabi
- Lesson plans
- Handouts
- Slides
- Assignments and hypotheticals

The Sourcebook cannot host media files but welcomes links to videos, webpages, and other media hosted elsewhere. Please email the link, a short description or abstract, and a description of any technical requirements needed to play the material.

The Committee is also happy to consider other legal research instruction materials not listed above.

Appendix B4: Revised Copyright Release- Chair Draft 9.8.2016

ALL-SIS Sourcebook Copyright Release

- I. This copyright release applies to the undersigned’s participation as a contributor of materials for the ALL-SIS Sourcebook for Teaching Legal Research.
- II. Contributor grants to AALL’s Academic Law Libraries SIS (ALL-SIS) the right to reproduce, publish, and distribute, in any format (print or electronic), any materials submitted for use in the ALL-SIS Sourcebook for Teaching Legal Research.
- III. Contributor guarantees that this material is an original creation and does not include material which has been published elsewhere. If copyrighted material has been included, it is contributor’s duty to secure and submit an appropriate release.
- IV. Contributor agrees to release the material under a Creative Commons Attribution-NonCommercial license, <https://creativecommons.org/licenses/by-nc/4.0/>.
- V. When signed by both parties, this will constitute our entire agreement regarding contributor’s materials for the ALL-SIS Sourcebook for Teaching Legal Research. Retain one copy of this release for contributor’s files; return a signed copy via email to the Chair of the ALL-SIS Legal Research & Sourcebook Committee.

This copyright release applies to the materials described below:

The parties agree to the terms set forth in this document.

By:_____ By:_____

Contributor

ALL-SIS Legal Research & Sourcebook Committee Chair

Accepted and agreed to this _____ day of _____, 2016.