

# **AALL PLLIP-SIS**

**American Association of Law Libraries**

**Private Law Librarians and Information  
Professionals -**

**Special Interest Section**

## **PROCEDURES MANUAL**

Revised April 2018

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## INTRODUCTION and HISTORY

The Private Law Librarians & Information Professional-Special Interest Section of AALL as we know it today was borne out of a round-table discussion at the 1959 Annual Meeting entitled "The Problems of the Private Law Librarian." AALL established the Private Law Libraries Committee, which was the immediate predecessor of the PLL-SIS, which became PLLIP-SIS in June of 2015.

The PLL-SIS itself came into existence after the reorganization of the AALL committee system in 1976-1977. It was one of the eight original special interest sections approved at the annual meeting in Toronto, Ontario, and held its first meeting as an SIS on June 26, 1977.

The SIS is one of AALL's largest, with a membership of over 1,200 firm, corporate, and independent law librarians.

Activities of the PLLIP-SIS include: sponsoring a substantial number of programs and workshops at the AALL Annual Meeting; working closely with AALL to promote law librarianship using materials such as the AALL Tool Kit; sponsoring educational programming for and exhibiting at the Annual Meeting of the Association of Legal Administrators; underwriting the costs associated with the AALL Representative to the American Bar Association Law Practice Management Section; creating a New Members Packet to welcome newcomers to the Section; and funding scholarships and grants to assist members in need.

In addition to these projects, the Section created its first Strategic Plan in 1996. This plan was updated by the 2006-2009, 2011-2012, and 2012-2014 Strategic Plans.

Our Strategic Plan should be regularly compared and contrasted to the Strategic Directions that is developed by AALL (which is on a different planning cycle) to make certain that the Section's activities both flow from, and inspire, our parent organization's planning.

Standing Committees currently include: Awards, Bylaws, Communications, Education, Education for the Annual Meeting, Grants, Membership, Small and Medium Libraries, Nominations, Summit and Web Site. Presently, the PLLIP-SIS sponsors these groups: Competitive Intelligence, Intellectual Property, Knowledge Management, and the Elevation Task Force. Each of these groups convenes during the annual meeting.

The Section issued its own quarterly newsletter from 1978 to 1982, from 1985 to 1987, and from 1989 to 2012. *PLL Perspectives* was discontinued in the fall of 2012, and replaced by the E-Newsletter. The E-Newsletter was discontinued in 2016, and now members rely on My Communities and Twitter for current information.

The Section's webpage was first created in 1997 and was completely redesigned and rebranded with the new name and logo in June of 2015; it continues to be updated on a regular basis.

## PLLIP-SIS PAST OFFICERS

1977	Acting Chair	Joy Plunket
1977-1978	Chair Secretary/Treasurer	Ellen Mahar William D. Murphy
1978-1979	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Ellen Mahar Marie Wallace Margaret Martin Julia O'Neil Joanne Zich
1979-1980	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Marie Wallace Dianne Witkowski Mary Moynihan Joy Plunket Paul Gloeckner
1980-1981	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Dianne Witkowski Vicki Ward Michael Boren Sharon French Sally Miles
1981-1982	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Vicki Ward Margaret Shediak Sharon French Mary Ann Roman Carol Barra
1982-1983	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Margaret Shediak Austin Doherty Susan Perrine Mark Estes Linda Roach
1983-1984	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Austin Doherty Mary Ann Roman Jane Rubens Catherine Pennington Caroline Ahearn
1984-1985	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Mary Ann Roman Catherine Pennington Denise McFadden Ann Carter Donna Tuke

1986-1987	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Nuchine Nobari Elizabeth MacMorris Colleen McCarroll Mary Cross Thomas Fleming
1987-1988	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Elizabeth MacMorris Susanne Gehringer Ann Jeter Carrie Hirtz Patricia Wyatt
1988-1989	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Susanne Gehringer Patricia Strougal Laura Speer Ann Jeter Patricia Wood
1989-1990	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Patricia Strougal Mark Estes Harva Sheeler Ann Carter Louise Lieb
1990-1991	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Mark Estes Janet Zagorin Mary Smith Forman Ann Carter Colleen McCarroll
1991-1992	Chair Vice Chair/Chair-Elect Secretary/Treasurer Executive Committee	Janet Zagorin Victoria Trotta Georgine O'Connor Gretchen Haase Colleen McCarroll
1992-1993	Chair Vice Chair/Chair-Elect Secretary Treasurer Executive Committee	Victoria Trotta Johanna Bizub Elaine Sciolino Georgine O'Connor Gretchen Haase Elizabeth Kossman
1993-1994	Chair Vice Chair/Chair-Elect Secretary Treasurer Executive Committee	Johanna Bizub Al Podboy Elaine Sciolino Martha Goldman Elizabeth C. K. Cuffe Lucy Curci-Gonzalez

1994-1995	Chair Vice Chair/Chair-Elect Secretary Treasurer Executive Committee	Al Podboy Mary Smith Forman Cornelia Trubey Martha Goldman Lucy Curci-Gonzalez Joan White
1995-1996	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Mary Smith Forman Michael Saint-Onge Al Podboy Cornelia Trubey Joan Jarosek Joan White/Martha Goldman Sabrina Pacifici
1996-1997	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Michael Saint-Onge Anne Ellis Mary Smith Forman Jean O'Grady Joan Jarosek Sabrina Pacifici Karl Gruben
1997-1998	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Anne Ellis Glen Gustafson Michael Saint-Onge Jean O'Grady Claire Engel Karl Gruben Lori Weiss
1998-1999	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Glen Gustafson Kathie Sullivan Holly Mohler Claire Engel Lori Weiss Lee Nemchek
1999-2000	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Kathie Sullivan Ann Jeter Glen Gustafson Holly Mohler Lauri Flynn Joanne Dugan Lee Nemchek
2000-2001	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Ann Jeter Patricia Keller Kathie Sullivan Jeanne Korman Lauri Flynn Joanne Dugan Monica Wilson

2001-2002	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Patricia Keller Janeen Heath Ann Jeter Jeanne Korman Janet McKinney Howard Trivers Monica Wilson
2002-2003	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Janeen Heath Holly Riccio Patricia Keller Elizabeth LeDoux Janet McKinney Terri Lawrence Howard Trivers
2003-2004	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Holly Riccio Sue Johnson Janeen Heath Elizabeth LeDoux Caren Luckie Terri Lawrence Laura Whitbeck
2004-2005	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Sue Johnson Terry Psarras Holly Riccio Kaye Waelde Caren Luckie Mary Koshollek Laura Whitbeck
2005-2006	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Terry Psarras Christine L Graesser Sue H. Johnson Kaye Waelde Patricia E. Barbone Lynn Fogle Mary J. Koshollek
2006-2007	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Christine L Graesser Riva Laughlin Terry Psarras Lynn Connor Merring Patricia E. Barbone Byron C. Hill Alanna Dalton White Lynn Fogle

2007-2008	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Lucy Curci-Gonzalez Tina Dumas Christine L Graesser Lynn Connor Merring Susan Skyzinski Byron C. Hill Alanna Dalton White Michele A. Lucero
2008-2009	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Tina Dumas Kate Martin Lucy Curci-Gonzalez Karen Silber Susan Skyzinski Jennifer Stephens Michele A. Lucero
2009-2010	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Kate Martin Jane Baugh Tina Dumas Karen Silber Margarita Bull Jennifer Stephens Joan Jarosek
2010-2011	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Jane Baugh Steve Lastres Kate Martin Karen Silber Margarita Bull Jennifer Stephens Joan Jarosek
2011-2012	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Steve Lastres Linda-Jean Schneider Jane Baugh Deborah L. Rusin Elaine Knecht Scott Snipes Jennifer Berman
2012-2013	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Linda-Jean Schneider Jean O'Grady Steve Lastres Kristine Lloyd Elaine Knecht Scott Snipes Cameron Gowan

2013-2014	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Jean O'Grady Cheryl Niemeier Linda-Jean Schneider Kristine Lloyd Emily Florio Cameron Gowan Saskia Mehlhorn
2014-2015	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Cheryl Niemeier Scott Bailey Jean O'Grady Nancy Rine Emily Florio Saskia Mehlhorn Marcia Burris
2015-2016	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Scott Bailey Cameron Gowan Cheryl Niemeier Nancy Rine Laurel Evans Liz Whittington Marcia Burris
2016-2017	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Cameron Gowan Elaine Egan Scott Bailey Mary Ann Wacker Laurel Evans Liz Whittington Michelle Tolley
2017-2018	Chair Vice Chair/Chair-Elect Past Chair Secretary Treasurer Executive Committee	Elaine Egan Diana Koppang Cameron Gowan Mary Ann Wacker Julie Pabarja Michelle Tolley Janet Peros

**American Association of Law Libraries  
PRIVATE LAW LIBRARIANS & INFORMATION PROFESSIONAL-  
SPECIAL INTEREST SECTION  
BYLAWS**

**Article I: NAME**

Section 1. The name of this special interest section of the American Association of Law Libraries (AALL) shall be the Private Law Librarians & Information Professionals-Special Interest Section. It may also be known as the PLLIP-SIS.

**Article II: OBJECTIVES**

Section 1. The objectives of the Private Law Librarians & Information Professionals-Special Interest Section shall be:

- Promote the value of members and their professional expertise
- Advocate for members' professional growth and leadership opportunities
- Provide professional development and continuing education (CE) opportunities for members
- Enhance members' awareness of trends in technology, knowledge management, and the business of law through timely maintenance of the SIS websites, and other available communication media
- Represent members' interests and concerns within AALL and to collaborate with other special interest sections on issues of common interest

Section 2. The Section shall conduct its affairs in conformity with the Bylaws of the American Association of Law Libraries.

**Article III: MEMBERSHIP**

Section 1. Membership shall be open to any AALL member requesting affiliation with the Special Interest Section as provided in the AALL Bylaws. Membership shall be renewable each year.

Section 2. Dues will be established, collected and disbursed by the Treasurer of AALL in accordance with AALL Bylaws.

Section 3. The fiscal year will be the same as that of AALL, October 1st through September 30th.

**Article IV: OFFICERS**

Section 1. The officers shall consist of a Chair, a Vice-Chair/Chair-Elect, a Secretary and a Treasurer. Officers shall serve without compensation, but shall be reimbursed for any approved or budgeted expenditures in the discharge of their duties.

Section 2. Duties of Officers

The Chair, Vice-Chair/Chair-Elect, Secretary and Treasurer shall perform the duties usually pertaining to their respective offices, and such other duties as may be assigned by the Executive Committee or the membership.

Section 3. Terms of Office

The Vice-Chair/Chair-Elect shall serve a two-year term, the first year as Vice-Chair, and the second year as Chair. A new Vice-Chair/Chair-Elect shall be elected each year. The Secretary and the Treasurer shall serve a two-year term, and shall be elected every other year with the terms staggered so that either the Secretary or Treasurer assumes office each year. The Members-At-Large shall serve two-year terms, with the terms staggered so that one new Member-At-Large assumes office each year. Officers shall serve until the adjournment of the SIS annual business meeting.

#### Section 4. Nominating Committee

There shall be a nominating committee appointed by the Executive Committee to consist of three (3) members, none of whom shall be a member of the Executive Committee, and none of whom shall be a candidate for office at the succeeding election. Each member of the committee shall serve a term of one year. The chair of the committee shall be designated by the Executive Committee.

- (a) The nominating committee shall nominate at least one candidate for each office.
- (b) All candidates must be members in good standing of the Special Interest Section.
- (c) Names of candidates, together with their written acceptances, shall be presented by the nominating committee to the Chair in sufficient time to enable the Chair to electronically inform the members of the nominations; this may be done via an announcement in the Section's e-Newsletter, emailed to the members, posted on the SIS website or via the ballot announcement, or through the then current and usual means of communication of the SIS with members.
- (d) Further nominations may be made upon written petition of five (5) members. Such petitions, with the written consent of the nominees, should be filed with the Secretary, who prepares an official ballot, including nominations by petition.
- (e) The Secretary shall send an electronic ballot to each member of the Special Interest Section. Marked ballots shall be returned to the secretary by a specified deadline. The candidates receiving the largest number of votes shall be elected and shall be so reported at the Special Interest Section's annual meeting. All candidates shall be notified of the results of the election at the earliest possible time.
- (f) All of the above procedures must be scheduled and executed so that elections are completed at least two (2) months prior to the date of the AALL annual meeting.
- (g) In case of a tie vote, a run-off election shall be held at the annual business meeting. Run-off elections shall be by secret ballot. The ballots shall be immediately counted and the candidate with the largest number of votes declared elected.
- (h) All vacancies in offices shall be filled by the Executive Committee for an interim term until the next regular election of officers, at which time said vacancies shall be filled by election, except that the Vice-Chair/Chair-Elect shall automatically become Chair upon a vacancy in such office and shall continue in that office until the expiration of the term for which that person was originally elected to serve as Chair.

### **Article V. MEETINGS**

#### Section 1. Annual Meeting.

There shall be an annual meeting of the Special Interest Section, preferably held in connection with, or during, the annual meeting of the AALL.

#### Section 2. Quorum

A quorum for a business meeting of the Special Interest Section shall consist of fifty (50) SIS members.

### **Article VI: EXECUTIVE COMMITTEE**

Section 1. There shall be an Executive Committee consisting of:

- a) the Chair,
- b) the Vice-Chair/Chair-Elect,
- c) the Immediate Past Chair,
- d) the Secretary,
- e) the Treasurer, and
- f) two (2) Executive Board Members-At-Large

Section 2. All officers and members of the SIS Executive Board shall serve until the adjournment of the annual SIS Business Meeting.

Section 3. The Executive Committee shall meet during each AALL Annual meeting and may also hold additional meetings by electronic means or in-person.

#### **Article VII: COMMITTEES AND GROUPS**

There shall be such standing or special committees as the Executive Committee, or the membership, shall create. Other groups such as task forces and working committees may be established by the Executive Committee as necessary. Unless otherwise provided, committee chairs shall be designated by the Chair of the Special Interest Section.

#### **Article VIII: PARLIAMENTARY AUTHORITY**

The rules of order mandated by AALL's Bylaws shall govern all deliberations of this Special Interest Section.

#### **Article IX: AMENDMENTS**

Section 1. These bylaws may be amended by a majority of votes cast by an electronic ballot conducted by the Secretary. Any amendment must be presented to the AALL Bylaws Committee for review.

Section 2. Notice of proposed amendments shall be distributed electronically and posted on the website to the Section's members or through the then current and usual means of communication of the SIS with members, at least thirty (30) days in advance of the meeting, or of the distribution of ballots.

#### **Article X. ANTIDISCRIMINATION**

Membership in the SIS, or participation in any activity of the SIS, shall not be denied or abridged to any individual on account of race, color, religion, gender, age, national origin, disability, sexual orientation or gender identity.

## **DUTIES OF OFFICERS**

### **Chair**

1. Terms of office. Three year commitment. The Vice Chair/Chair-Elect shall serve a two-year term, the first year as vice chair, and the second year as chair. A new vice chair/chair-elect shall be elected each year. In the third year, the Chair sits on the board as the Past Chair.
2. Performs such duties as are specified in the PLLIP-SIS Bylaws. Presides at all meetings of the PLLIP-SIS membership and of its Executive Committee and enforces all regulations relating to the administration of the SIS.
3. Appoints all committee members and designates chairs of each committee so that all may perform the functions outlined in this Manual and the Bylaws. Also appoints all chairs of special projects. Solicits committee plans for the year.
4. Serves as official spokesperson in any matter affecting the formal affairs of the SIS.
5. Provides necessary administrative support for PLLIP publications.
6. Mails to AALL Headquarters, immediately following the AALL Annual Meeting, the annual report of the Officers which incorporates all the committees' and groups' annual reports. The Chairperson's Annual Report should be published on the PLLIP-SIS web site.
7. Oversees the amending of the Bylaws and forwards the amended Bylaws to AALL Headquarters.
8. Appoints a Nominating Committee.
9. Informs AALL Headquarters immediately following the election of the name and address of the newly-elected Treasurer and incoming PLLIP-SIS Chair so that both start to immediately receive the monthly financial statements of the PLLIP-SIS. With the Executive Board, approves any extraordinary expenses incurred by committees. Requests additional funds from AALL in extraordinary circumstances, using established funding request procedure.
10. Provides copies of this manual and other relevant materials to newly elected officers and to committee chairs when appropriate.
11. Works with the Secretary and Vice-Chair to maintain the content of this manual. Requests additions and changes to each section of the manual as needed.
12. Reads the SIS's and AALL's Constitution, Bylaws, and this Manual to become familiar with the operation and procedures of the SIS. In the absence of requirements in the Bylaws or Manual, Robert's Rules of Order govern.
13. Informs members that any regular member of the SIS is allowed to attend an Executive Committee meeting unless the proceedings are closed by vote of the Executive Committee. All officers, members of the Executive Committee, and committee and group chairs are expected to attend all of the Executive Committee meetings.
14. Appoints Executive Committee members to act as liaisons with the PLLIP-SIS groups and committees.

15. Acts as liaison officer between the SIS and the AALL, reporting as necessary between the two organizations. Prepares proposals, requests, or information items to be submitted to the AALL Executive Board for consideration or action at board meetings.
16. The PLLIP-SIS Chair is automatically a member of the AALL SIS Council and works in close cooperation with them. Attends council meetings.
17. Signs all letters of understanding for the SIS or any part of it.
18. Appoints members to fill vacancies on all committees and the Executive Committee as they occur.
19. Attends the "President's" luncheon during the AALL Annual Meeting at the invitation of the AALL President.
20. Serves as liaison with the PLLIP-SIS Education Committee and hence approves the roster of PLLIP-sponsored programs during his/her tenure.
21. Coordinates scheduling of SIS functions during the annual meeting to avoid conflicts among SIS-related activities.
22. Submits news of the PLLIP-SIS to the AALL Newsletter.
23. Serves as content provider for the SIS website, along with the committee chairs and webmaster.
24. The SIS Chair may not express SIS opinions as being those of the American Association of Law Libraries unless so directed by the Executive Board; bind AALL or its treasury without express authority from the AALL Executive Board; or solicit funds from publishers or outside groups for SIS activities without prior permission from the AALL Executive Director.
25. When term as Chair ends, the Officer forwards current files to the incoming Chair; forwards completed files to AALL archives at the University of Illinois Law Library; and sends letters of appreciation to institutions whose employees served as members of the PLLIP-SIS Executive Board or Committee Chairs, at the end of their terms.

#### **Vice Chair/Chair-Elect**

1. Attends all meetings of the PLLIP-SIS Executive Committee and the SIS and acts as PLLIP-SIS Chair in his/her absence.
2. Assumes any duty or special project at the request of the PLLIP-SIS Chair. This is to provide the Vice Chair with needed expertise in the operation of the SIS.
3. In the event that the Chair resigns prior to the completion of the regular term of office or, in the judgment of the Executive Committee, is unable to perform the duties of the office, the Vice Chair/Chair-Elect shall assume the role of Chair for the remainder of the term.
4. Joins the Chair in attending the annual meeting of the SIS Council at the AALL Annual Meeting.
5. In recognition of their service to the Private Law Librarians & Information Professional/Special Interest Section, the outgoing PLLIP Chairperson is presented a plaque, gavel, or other appropriate item by the incoming Chair at the annual business meeting.

6. Reviews and updates the PLLIP Strategic Directions Plan as needed in consultation with the Chair and Past Chair. The proposed plan may be presented to the PLLIP Board for approval.

### **Members-at-Large**

1. The Members-At-Large shall serve two-year terms, with the terms staggered so that one new Member-At-Large assumes office each year. Officers shall serve until the adjournment of the annual business meeting.
2. Must be familiar with membership and operation of the SIS and must attend all of the PLLIP-SIS Executive Committee and SIS meetings.
3. Serves as liaison with one or more of the PLLIP-SIS committees or groups. In this capacity serves as a means of communication with the committee or group and the PLLIP-SIS Executive Committee. Presents their views and requests to the PLLIP-SIS Executive Committee.
4. Assumes any duty or special project at the request of the PLLIP-SIS Chair.

### **Past Chair**

1. Serves as a member of the PLLIP-SIS Executive Committee and participates in discussion, deliberations and projects.
2. Provides appropriate assistance to the incoming Chair to ensure a smooth transition of responsibility and effective continuation of SIS activities.
3. Weeds all files and sends relevant material to incoming Chair and AALL Archives.

### **Secretary**

1. Terms of office. The Secretary shall serve a two-year term.
2. Takes minutes of PLLIP-SIS business meetings and Executive Committee meetings.
  - a) The incoming secretary records the minutes of the annual SIS business meeting. If a PLLIP-SIS sponsored program is held in conjunction with the business meeting, the incoming secretary shall summarize the content of this program as well as the remarks of any luncheon speakers. The outgoing secretary will bring past minutes to the annual meeting for quick reference.
  - b) The minutes and speaker summaries are published to the PLLIP-SIS web site.
  - c) The minutes of the Executive Committee meetings shall be reviewed, and the approved version shall be published on the PLLIP-SIS website throughout the year.
3. Handles all general correspondence of the SIS and answers all general inquiries.
4. Coordinates annual elections of officers with the Nominations Committee, and executes the following tasks:
  - a) Announces candidates to the PLLIP Membership at least 30 days prior to the start of the election. This communication is sent out via My Communities.
  - b) Registers the election on the AALL Online Election System at least 30 days prior to the election start date. Posts candidates' information, including statements,

bios, and photos, on the election site 15 days prior to the election start date. Notifies membership of the upcoming election 7 days prior to election start date. Uploads the membership list (including names and email addresses) into the election system 5 days prior to the election start date. See the AALL Electronic Balloting Service Agreement for complete instructions and deadlines: <https://vote.aallnet.org/AALLElectronicBallotingServiceAgreement.pdf>.

- c) Coordinates announcements by the SIS Chair and via notice on My Communities of the opening of the election and at least three reminders about the election during the open period.
  - d) Once the election closes and the results are available, the Secretary notifies the Board and the Nominations Committee, and contacts all candidates to inform them of the election outcome, followed by notification to the PLLIP membership.
5. This manual is maintained by the Secretary, who works with the Chair and Vice-Chair to review and update the content on an ongoing basis. The Secretary makes additions and changes to each section of the Manual as requested by the Chair and Vice-Chair.

### **Treasurer**

1. Terms of office. The Treasurer shall serve a two-year term.
2. Responsible for receiving an accurate and current record of all of the financial transactions of the PLLIP-SIS from AALL Headquarters. Contacts Headquarters to be sure he/she is on the mailing list to receive copies of the regular PLLIP-SIS financial reports. (Headquarters staff performs all bookkeeping and actual disbursement of funds.)
3. Authorizes disbursement of monies as instructed by the PLLIP-SIS Executive Committee and keeps receipts and/or documentation of all expenses. Retains copies of disbursement requests for permanent PLLIP files.
4. Will have at each Executive Committee meeting a copy of the most recent financial statement provided by the AALL Treasurer, and a brief report of the financial transactions which have taken place since the last Executive Committee meeting. (This information can be obtained from AALL Headquarters.)
5. Presents a financial report at the annual PLLIP-SIS business meeting. Also presents the membership count at annual PLLIP-SIS business meeting. (This information can be obtained from AALL Headquarters.)
6. May serve as PLLIP-SIS Board Liaison to one or more of the SIS' subcommittees. Participates in that committee's conference calls and reports back to the Board.

## **DUTIES OF STANDING COMMITTEES**

### **AWARDS COMMITTEE**

The Awards Committee is charged with soliciting nominations and choosing recipients of the PLLIP-SIS awards given at the AALL Annual Meeting during the PLLIP-SIS Luncheon. The Committee is made up of the chair and the winners of the prior year's awards, if possible. The PLLIP-SIS Chair appoints the Awards Committee chair and members. Nominations for the awards are solicited in January and February and a decision should be reached by April 1.

The awards and criteria are as follows:

#### **Distinguished Librarian**

The PLLIP Distinguished Librarian Award is designed to recognize a long time active member whose contributions to the profession, their organization, and service to the Private Law Librarians & Information Professionals SIS have been significant, substantial and long-standing.

Selection Criteria:

- The nominee must be an active member in good standing of AALL and PLLIP 15 years or more
- The nominee must have made significant contributions to PLLIP and their organization

#### **Hall of Fame**

The PLLIP Hall of Fame award is designed to recognize a retired member who over the entire course of their career made significant contributions to the private law library profession, their organization, and the Private Law Librarians & Information Professionals SIS.

Selection Criteria:

- The nominee must be a member in good standing of AALL and PLLIP
- The nominee must have been a law librarian for at least 15 years
- The nominee must have made significant contributions to PLLIP and/or their organization

#### **Advocate of the Year**

The PLLIP Advocate of the Year award is designed to recognize a member who has been a strong advocate of private law librarianship to the Private Law Librarians & Information Professionals SIS, their organization, and the larger legal community and who demonstrates outstanding potential for continued service and leadership within the SIS and the profession.

Selection Criteria:

- The nominee must be a member in good standing of AALL and PLLIP
- The nominee must have made significant contributions to PLLIP and their organization
- The nominee must show outstanding potential for continued service and leadership within PLLIP and the profession

## **Innovative Professional of the Year**

The PLLIP Innovative Professional of the Year award is designed to recognize a member who has demonstrated significant innovation to the private law library profession, their organization, and the Private Law Librarians & Information Professionals SIS, and who demonstrates outstanding potential for continued service and leadership within the SIS and the profession.

Selection Criteria:

- The nominee must be a member in good standing of AALL and PLLIP
- The nominee must have made significant contributions to PLLIP and their organization
- The nominee must show outstanding potential for continued service and leadership within PLLIP and the profession

## **Best Blogger/Writer of the Year**

The PLL Best Blogger/Writer award is designed to recognize a member who has made significant blogging/writing contributions to the private law library profession, their organization, and the Private Law Librarians & Information Professionals SIS and demonstrates outstanding potential for continued service and leadership within the SIS and the profession.

Selection Criteria:

- Blog posts or articles that contribute to topics relating to librarianship, law librarianship, and practical applications for library work or to an understanding of legal materials, legal systems legal information, or to professional and staff training and development
- Quality of writing and effectiveness of the communication technique utilized for the information sought to be conveyed
- The nominee must be a member in good standing of AALL and/or PLLIP
- The nominee must have made significant contributions to PLLIP and their organization
- The nominee must show outstanding potential for continued service and leadership within PLLIP and the profession

## **Emerging Leader of the Year**

The PLLIP Emerging Leader award is designed to recognize a member in the early stages of his/her career that has made significant contributions to the law library profession, their organization, and the Private Law Librarians & Information Professionals SIS and demonstrates outstanding potential for continued service and leadership within the SIS and the profession.

Selection criteria:

- The nominee must be a member in good standing of AALL and PLLIP
- The nominee must be in the first 2-5 years of their law library career
- The nominee must not have previously received the PLLIP Emerging Leader Award
- The nominee must have made significant contributions to PLLIP and their organization
- The nominee must show outstanding potential for continued service and leadership within PLLIP and the profession

## **Service to PLLIP Award**

The Service to PLLIP award is designed to recognize a member who has provided significant service to the Private Law Librarians & Information Professionals SIS. The award includes a plaque as well as a registration grant for the AALL Annual Meeting or the PLLIP Summit, to be used within one year of the award.

Selection Criteria:

- The nominee must be a member in good standing of AALL and PLLIP
- The nominee must have been a member of AALL and PLLIP for at least five years
- The nominee must not have previously received the Service to PLLIP Award
- The nominee must have provided special service to PLLIP or have a record of sustained service and to their organization
- The nominee must not be a current or immediate past officer of PLLIP

## **Vendor/Outside Champion Award**

This award will recognize activities or initiatives by outside vendors which promote the value of information professionals to the broader legal community. Initiatives could include advertising campaigns, surveys or articles which highlight or demonstrate the value of information professionals; inviting or facilitating opportunities where information professionals speak or write for an audience of law firm partners and executive directors.

Specifically excluded are initiatives paid for by AALL or PLLIP and traditional sponsorship of conferences and educational activities.

Selection Criteria:

- The nominee must have initiated programs or activities that promote the value of information professionals to the broader legal community.
- The nominee must not have received payment for the activity or initiative by AALL or PLLIP and
- The nominee must not be a current or immediate past officer of PLLIP

## **BYLAWS COMMITTEE**

This committee is charged with the responsibility of reviewing the SIS Bylaws annually and with recommending any changes it deems necessary to the Executive Committee, with soliciting input for changes from the membership, and with drafting appropriate language.

The committee is further charged with making sure that the SIS Bylaws are in compliance with AALL's Constitution and Bylaws.

The Committee Chair shall submit an annual report to the PLLIP-SIS Chair by May 1<sup>st</sup> and shall give a report at the PLLIP business meeting at the AALL Annual Meeting. The recommended committee size is three to five members.

## **COMMUNICATIONS COMMITTEE**

The Communications Committee is charged with keeping PLLIP members updated on general section news, events, and opportunities, and with helping to facilitate communication among section members. The Committee also serves a public relations function of promoting the value of law firm librarians and information professionals to the broader legal community.

Committee activities include:

- Posting member news and upcoming events to My Communities on a periodic basis.
- Working with other PLLIP committees to disseminate news and announcements, and working with the PLLIP website committee to publish section news and member resources to website.

- Encouraging PLLIP members to share information via My Communities. Facilitating the publication of member articles via internal and external communications vehicles.
- Promoting the value of law firm librarians and information professionals to external audiences by keeping the On Firmer Ground blog and PLLIP twitter feed active and relevant. These activities are done in conjunction with the PLLIP Board and Elevation Task Force.

#### General Procedures:

On Firmer Ground blog team edits the On Firmer Ground blog, and solicits posts as needed. The team works with the PLLIP Board and Elevation Task Force to ensure the blog is pertinent to external audiences.

Twitter feed is currently handled by Elevation Task Force. Communications Committee maintains document with current login information for social media such as WordPress and Twitter.

PLLIP Member News published via My Communities. Calendar a date each month to solicit news or announcements from Board and other committees/groups, and set a date for publication of member news and upcoming events.

Explore and pursue options for keeping communications channels between section members open, and for encouraging member sharing of knowledge and information (i.e. publishing resource guides/webinar or annual meeting summaries, facilitating article writing.)

## **EDUCATION COMMITTEE**

The Education Committee is charged with providing guidance for educational programs through the PLLIP Summit, the Annual Meeting, and webinars.

All programming aims to:

- Amplify or focus on substantive areas of law or library science.
- Provide a forum for discussion of techniques, skills, and problems in the workplace.
- Offer opportunities to discuss new techniques and/or developments in librarianship and information science.
- Provide general interest programs that are not directly related to law libraries, such as financial planning, stress management, etc.

#### General Procedures

There are three subcommittees: the Annual Meeting Programming Subcommittee, the Summit Subcommittee, and the Webinar Subcommittee.

The Annual Meeting Programming Subcommittee is responsible for helping members submit programs for the AALL Annual meeting.

The Webinar Subcommittee helps coordinate webinars throughout the year, especially encouraging each of our PLLIP Groups to conduct at least one webinar.

## **GRANTS COMMITTEE**

### **Activities**

The Grants Committee is responsible for overseeing the awarding of grants to PLLIP members to cover the cost of transportation to the annual meeting. The committee develops criteria used to award grants, creates appropriate application forms for requesting such grants, and handles advertising the availability

of this money to members who might otherwise be unable to attend. The committee will notify members through the appropriate communication channels when the application process begins.

The application can be amended for any additional grants that the committee might be responsible for awarding, such as the PLLIP Summit grant or the AALL Management Institute grant.

The Committee Chair shall submit an annual report to the PLLIP-SIS Chair by May 1<sup>st</sup> and shall give a report during the PLLIP business meeting at the AALL Annual Meeting.

### Grants Committee Calendar

Date	Activity	Done By
July – August	Appoint Chair and committee members	PLLIP Chair
August	Chair will contact Committee members for introductions, conference call schedule, etc.	Committee Chair
October	Review webpage for coming year’s conference information; modify application form as needed (conference city, “mail to” address, etc.);	Committee Chair/member
January – February	Review application form to determine if there are any substantive changes to be made; send copy to web master as appropriate	Committee
	Review evaluation criteria and scoring method	Committee
February – April	Send out application forms as requested; field inquiries Post announcements regarding the application.	Committee Chair
April 1	Applications due	Committee Chair
April	Receive completed applications; <b>at deadline:</b> 1. e-mail applications to all committee members, include “scorecard” if you wish 2. Check AALL directory to determine that all applicants are current PLLIP members	Committee Chair
	Review and evaluate applications; compare scores and discuss any major differences among members; determine grant awards	Committee
	Report grantees names to PLLIP Chair	Committee Chair
May 1	Contact grantees and confirm award, explain procedures for reimbursement of funds used for travel, solicit commitment to write item for On Firmer Ground	Committee Chair
May – July	Present report to PLLIP Chair; review documentation for inclusion in PLLIP Procedures Manual	Committee Chair/members
June	Make plans to meet at conference.	Committee and/or

Date	Activity	Done By
		Grantees
	Submit materials for update of PLLIP Procedures Manual as needed	Committee Chair
July	Document issues/topics for next year's committee as needed	Committee

**Announcement to Send Out Notifying Members of PLLIP Grant**

**PLLIP TO AWARD GRANTS TO ATTEND AALL CONVENTION**

PLLIP will award grants to assist individuals in attending the annual AALL Conference. Grant recipients will be reimbursed the cost of transportation to the conference. Applicants must be members of PLLIP at the time of application. Individuals chosen to receive a grant hold promise of future involvement with AALL and especially with PLLIP. The decision to award a grant will be based upon the following factors:

- A. Degree of financial assistance required
- B. Active participation in and commitment to the profession
- C. Demonstrated need and benefits to be gained from attending conference
- D. Involvement with PLLIP

The application form is available on the PLLIP-SIS website or by contacting the Committee Chair.

Completed application forms should be forwarded no later than April 1<sup>st</sup> to the Grants Committee Chair.

**Basis for Awarding PLLIP Grants to Attend AALL Conference**

*Each committee member will score the applicants subjectively with a total score of 100 points.*

1. Degree of Financial Assistance Required: -Application Form -Expenses

Consider financial need.

2. Active Participation in Professional Organizations and Activities - Application Form – Professional Activities

Consider involvement in and commitment to profession, and specifically to PLLIP.

3. Personal Statement

The purpose of the personal statement on the application form plays an important role. We are looking for individuals who hold promise of future involvement with AALL and especially with PLLIP-SIS. Focus upon an applicant's interest and motivation in attending the conference, any special efforts made to attend the conference.

4. Overall Impression

Assess the particular qualities and characteristics of applicant that may benefit our profession in future, and because of which the candidate will especially benefit from attending convention.

**Conflict of Interest Guidelines**

A member of the Committee shall not participate in the evaluation of an applicant if any of the following occur,

1. The applicant was employed by the same institution as the member within the last 12 months.
2. A member believes that he or she cannot be objective for either personal or professional reasons when evaluating a particular applicant.

In these situations of a recusal of a member, the evaluation of the remaining members of the Committee shall be counted in such a way as to compensate for the absent member.

**Choosing Recipients**

Applications are evaluated and scored by Committee members individually. Committee then discusses and reviews applications for unique considerations. Decisions of the Committee are based on discussion and evaluations by each individual on the committee. The Committee will award as many transportation grants as possible given the allocation of the PLLIP Executive Board and the transportation needs of the recipients in order of the Committee's selection. Recipients will be notified by the Chair by phone.

**PLLIP Travel Grant Evaluation**

Applicant's Name:

<b>CATEGORIES/POINTS</b>	<b>POINTS AWARDED</b>
Financial Need	25
Participation in Professional Organizations and Activities	25
Personal Statement	25
Overall Impression	25
TOTAL (100)	100

COMMENTS:

**PLLIP Grants Committee Rejection Letter**

Date

Re: PLLIP Grants

Dear :

Thank you for applying for a PLLIP \_\_\_\_\_ grant for the AALL Annual Meeting in Boston. We had so many qualified applicants vying for the award that making a decision was difficult. Unfortunately, after reviewing all of the submissions, you were not chosen this year.

We appreciate your interest and invite you to apply again next year.

Sincerely,  
PLLIP Grants Committee Chair

## **MEMBERSHIP COMMITTEE**

### **Mission**

Attract law librarians to the SIS and increase PLLIP visibility and influence within AALL.

### **Activities**

Attract law librarians to the SIS by encouraging all AALL private and corporate law librarian members to join. Watch for the monthly **AALL E-Newsletter – Month 201X** and scroll to the bottom to retrieve the names in the "Welcome New Members" section. Compare the list against those who belong to the PLLIP-SIS. From that list, if they belong to the PLLIP, send the names to the PLLIP Chair. If they are from a firm or corporation and are not listed as PLLIP members, send them the PLLIP-SIS welcome letter starting with "Hello, Clearly you value AALL...".

Encourage students to become members and forge contacts with graduate MLS programs and law schools. Identify and make contacts with local alumni groups for law school and library science schools. Send email to schools twice a year reminding them to join and stating benefits.

Raise participation by the PLLIP-SIS at CONELL.

Action: Add a PLLIP member at the dine-around event;  
also, add a PLLIP-SIS representative to the CONELL career roundtable sessions;  
and lastly, add a PLLIP "swag bag" for CONELL attendees.

### **Welcome New Members**

Send a welcome letter to new PLLIP-SIS members.

Membership chair/co-chair/or membership committee member to follow-up with phone call to new member 1 to 3 months after welcome letter goes out to talk to them and ask if they have any questions or need assistance, make sure they're receiving the PLLIP-SIS listserv emails, etc. Point them to or provide them with the packet of newly designed guides.

## **NOMINATIONS COMMITTEE**

### **Purpose**

The purpose of this Committee is to nominate two candidates for the positions that will become vacant in the following term. These are:

- Vice-Chair/Chair-Elect – serves one year as Vice-Chair followed by a second year as Chair; and a third year as Past Chair.
- Secretary or Treasurer – each serves a two year term with the positions elected in staggered years; and
- One Member-At-Large – each serves a two year term, with the terms staggered so that one new Member-At-Large assumes office each year.

See Article IV, Section 4 of the Bylaws for a full description of the nomination process.

## **Composition**

The Committee consists of three to six members, one of whom shall be appointed chairperson by the PLLIP-SIS chairperson. The Committee will be selected by the PLLIP-SIS chairperson by September 15, approved by the Executive Committee, and serve one year.

## **Committee Activities**

The major activities of the Committee are outlined below in chronological order.

### **• September – December**

- Meet with Committee members (via telephone) to review each step in the process and the deadlines for each, the positions to be filled, guidelines for soliciting potential nominees, and any other Committee goals.
- Identify and make a list of potential candidates. (See Identifying Candidates, below, for more information).

### **• December – January**

- Call potential candidates to gather information, including:
  - Level of interest
  - When they last ran for office
  - If they are PLLIP members in good standing
  - Association activities
- Respond to any questions. Brief summaries of each position are provided below.
- Track people contacted and especially those who agreed to serve and update the Excel spreadsheet (kept by the Committee Chair).
- Select two candidates for each open position based on factors such as suitability for the position, geographic balance and employer balance.
- Call the slate of candidates. Let them know who they are running against, the election date (if determined), and go over the biography and statement requirement:
  - A bio and statement must be submitted in Word and pdf format for electronic distribution to the membership. (posted on PLLIP's web site.) Candidates are also asked to contribute a digital photograph. Both the bio and the photograph will be made available in the electronic voting tool.
  - The statement of approximately 50 words should cover why PLLIP is important or the candidate's agenda or theme.
- For the format and examples, refer candidates to the bios for the previous slate of candidates. Prior examples will be available on the website and available from the Nomination Chair.
- Call others who were willing to run to thank them for their interest and willingness; let them know that their names will remain on a list for future consideration.

- **February – early March**
  - Slate submitted to PLLIP Chair.
  - Secretary arranges for slate with bios to be distributed PLLIP Membership. (posted to the web site)
  - Chair works with PLLIP Secretary to coordinate electronic voting with AALL Headquarters Staff.
- **Spring**
  - The current officers will set the date, arrange for the election, and announce the results.
  - By April 15, the Committee should forward to the Chair of the AALL Nominations Committee a list of PLLIP members to be considered as possible nominees for AALL office.
- **June – July**
  - Submit a Committee report to the PLLIP Chair. For examples, see the reports of past years posted on the PLLIP website.
  - Present a report at the annual PLLIP business meeting.

### **Identifying Candidates**

Use a variety of methods to identify potential candidates.

- Solicit names via an announcement on relevant list-servs (e.g., PLLIP-sis, privatelawlib, law-lib). Sample language:
 

*The PLLIP-SIS Nominations Committee seeks the names of candidates for the offices of [list]. Please consider nominating PLLIP-SIS members who have been active in the work of the organization for these leadership roles. If interested, please don't hesitate to nominate yourself. Send the names to [contact info] by [date].*
- Solicit names by calling leaders and other respected members of PLLIP.
- Review the Excel spreadsheet listing people who were contacted and expressed an interest in running in past elections. (Note: this list is maintained by the Nominations Committee and passed from Chair to Chair.)

## **SMALL AND MEDIUM LAW LIBRARIES**

### **Mission**

Provide support, encourage knowledge sharing and networking opportunities for law librarians working in small and mid-size law firm and corporate organizations who serve less than 250 attorneys.

This group meets once a year at the AALL Annual Meeting and shares information throughout the year that is of interest to its members. Everyone is encouraged to participate on the AALL My Communities discussion board.

<http://community.aallnet.org/communities/community-home?CommunityKey=5df30367-60b3-40b9-94af-13ba081eee7a>

**Activities**

- Co-chairs coordinate a roundtable meeting at the AALL annual meeting
- Promote the existence of this support group through word of mouth, social media and PLLIP communications throughout the year
- Submit educational program ideas that are of interest to this subgroup
- Identify members who are in this size organization and send email correspondence quarterly to remind them of this resource
- Encourage discussion on AALL My Communities

**SUMMIT COMMITTEE**

The PLLIP Summit subcommittee is responsible for organizing and conducting the PLLIP Summit, held on the Saturday before the AALL Annual Meeting, if the PLLIP Board and AALL approve a summit for that year.

The PLLIP Summit chair and co-chair are appointed by the PLLIP Chair. Each serves a two year term. Each year, the summit co-chair advancing into the Chair role may recommend a new co-chair to the PLLIP Board from existing committee members or from new volunteers.

The PLLIP Chair shall submit an annual report to the PLLIP-SIS Chair.

Summit planning calendar:

July / August	Incoming Chair recommends new co-chair to the PLLIP Board for approval
July / August	Invoices and reimbursement requests from Summit speakers forwarded to PLLIP Treasurer for payment
August	Committee debriefs on past summit and reviews program evaluations
September / October	Committee develops content ideas and theme for next Summit
October / November	Committee identifies possible Keynote and other speakers
November	Chair & Co-chair develop draft budget and set registration fee and registration cap for next Summit. Chair & Co-chair submit meeting request forms and requests for vendor sponsorships to AALL headquarters.
December	Proposed Keynote speaker should be confirmed to AALL headquarters by mid-month for sponsor approval. After approval of Keynote speaker, speaker agreements should be drafted by Chair or Co-Chair and forwarded to AALL Executive Director for signature.
January / February	Thank vendor sponsors and confirm complimentary registrations. Update Summit Blog and begin promotion efforts.
March	All Speakers confirmed

April	Local arrangements coordinator develops menu and space recommendations and enlists student volunteers for registration table
April	Finalize and post agenda to PLLIP Summit blog
June / July	Draft Summit evaluation survey in Survey Monkey
July	Distribute evaluation survey to all attendees. Prepare report of Summit Committee and submit to PLLIP Chair for inclusion in the SIS Annual Report.

### **WEB SITE COMMITTEE**

This individual or team is primarily responsible for maintaining and updating the PLLIP-SIS webpage, ensuring that relevant and timely information is posted on the page for others to access on the Internet.

The individual/team also tracks what is happening in the world of technology and tries to get this information out to other information professionals by doing such things as writing articles and participating in programs and educational activities.

The Webmaster individual/team shall submit an annual report to the PLLIP-SIS Chair by May 1<sup>st</sup> and shall give a report at the PLLIP business meeting at the AALL Annual Meeting.

## **PLLIP GROUPS**

### **COMPETITIVE INTELLIGENCE**

We act as a group to provide a forum to support and provide guidance among both the Librarians currently practicing Competitive Intelligence and those wishing to expand into this area.

#### **History**

The CI Group was started in 2007 at the Annual Meeting in St Louis, MO. Jan Rivers of Dorsey & Whitney and Mark Gediman of Best Best & Krieger had received quite a few inquiries about a support group that addressed the unique needs of Competitive Intelligence professionals in Law Firm libraries. The following year we had our first workshop in New Orleans and it was a success. Since then, we have had at least one program on the schedule for each annual meeting. Program ideas come from our members. Group members wishing to publish or present are assisted by the group in finding opportunities to do so. We number among our members several veteran presenters and authors. We have group communities on AALLNET and LinkedIn as well as a website at CIBlawg.org. We collaborate regularly with ALA, LMA and the SLA CI Division.

### **INTELLECTUAL PROPERTY**

Formed in 1996, the PLLIP/SIS Intellectual Property Librarians' caucus is a community of librarians who support IP practices or have an interest in patent, trademark and copyright issues. Since its founding, the Intellectual Property (IP) group has provided education, collaboration and networking opportunities for AALL members, from the most experienced IP researcher to the newbie librarian.

With the emergence and consistent growth of IP as a focus for businesses and the law firms that support them, it remains vital for law firm librarians to stay in tune with the resources available to support those practices and to build a network of like-minded professionals who can share experiences and expertise. Law firm information professionals are not only tasked with managing the right combination of IP research resources for the firm, but also with arming our lawyers with knowledge of what may be used by clients, counsel and R&D departments. This delicate balance can only be maintained by leveraging our collective knowledge of the IP information landscape, by connecting and sharing with our peers.

The Caucus Chair shall submit an annual report to the PLLIP-SIS Chair by May 1<sup>st</sup> and shall give a report at the PLLIP business meeting at the AALL Annual Meeting.

The Chair of the group keeps members informed through announcements to the IP Member Community and may be required to submit a column to the PLLIP newsletter. The Chair works with AALL and PLLIP leadership to plan and organize IP events at the annual meeting. The Chair-Elect shall assist the Chair with planning programs and annual meeting events.

Prior to the annual meeting, a message is sent to the IP Member Community looking for new members, committee members and a chair-elect. An IP Caucus business meeting and luncheon is held every year at the annual meeting, where the new chair provides a recap of IP events, brainstorms for programming ideas and leads an open discussion on IP topics.

### **KNOWLEDGE MANAGEMENT**

Formed in 2011, the KM group is a community of librarians interested in advancing Knowledge Management principles and practices within their private law firm environment. Since its founding, the Knowledge Management (KM) group has fostered knowledge-sharing best practices related to connecting our users with the people, information and knowledge they need to deliver superior client service.

Our objectives include promoting KM as a discipline within the law library profession and establishing law librarians as uniquely qualified information professionals to support KM initiatives.

The group Chair shall submit an annual report to the PLLIP-SIS Chair by May 1<sup>st</sup> and shall give a report at the PLLIP business meeting at the AALL Annual Meeting.

The Chair of the group keeps members informed through announcements to the KM Member Community and LinkedIn group and may be required to submit a column to the PLLIP newsletter. The Chair works with AALL and PLLIP leadership to plan and organize KM events at the annual meeting. The Chair-Elect shall assist the Chair with planning programs and annual meeting events.

Prior to the annual meeting, a message is sent to the KM Member Community looking for new members, committee members and a chair-elect. A KM group business meeting may be held every year at the annual meeting, where the chair provides a recap of KM events, brainstorms for programming ideas and leads an open discussion on KM topics.

## **ELEVATION TASK FORCE**

The PPLIP actively advocates for our law firm librarians and knowledge professional by understanding and effectively promoting the strategic value, contributions, advanced services, and capabilities of our members to the legal industry.

To that end, a diverse group of PLLIP volunteers (Elevation Task Force) developed a plan to help *elevate* the voice and value of private law firm librarians and knowledge professionals within the legal industry, and specifically the law firm C-suite. The resulting thought-leadership plan, presented at the AALL annual meeting, was launched last fall and includes targeted presentations at national and regional legal industry conferences, a full series of powerful articles and blogs published on the website OnFirmerGround.com, and a stronger presence on social media, including Twitter. We also distribute our content to our over 1200+ section members via a new email marketing campaign to keep them abreast of our activities, educate them, and enlist their support in helping us spread the word. This is just the start.

Our message is simple and consistent: “With our unique skills, institutional and cultural knowledge, and expertise, today’s law librarians go beyond traditional knowledge management and legal research to lead the way on **discovery and adoption of technology** and provide the **authentic human insight** necessary to drive **practice innovation, operational efficiencies, and the business/legal intelligence** that the law firm C-suite requires to remain competitive.

So far our efforts have resulted in almost doubling our website visits to 16,000 per year, growing our Twitter followers and engagement, and successfully connecting with the C-suite at relevant industry conferences.

## **SMALL AND MEDIUM LAW LIBRARIES**