

NOTE: Due to changes in the structure of the TS-SIS website on aallnet.org some links in this Handbook will not work correctly.

AMERICAN ASSOCIATION OF LAW LIBRARIES

This Handbook is superseded by the 2015 and later versions.

Technical Services Special Interest Section

Handbook

2013

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Chair

The TS-SIS Chair is elected to a three-year term, serving as [Vice-Chair/Chair-Elect](#), then Chair, and finally [Past Chair](#). The three-year term allows the individual to prepare to take over as Chair and then to assure continuity in the succeeding year's board.

AALL's SIS Handbook provides information about the relationship between special interest sections and AALL. It is the chair's responsibility to read the handbook and to see that SIS actions are in compliance with AALL policy.

AALL Responsibilities

- Serves as the TS-SIS contact with AALL headquarters, with the chair of the SIS Council, and with the AALL Board's liaison to TS-SIS.
- Serves as the spokesperson for information requested about TS-SIS from both within and outside AALL.
- Prepares agenda items relevant to TS-SIS for the fall and spring AALL board meetings, including requests for special funding (fall) or the appointment of official representatives (spring).
- Represents TS-SIS at the SIS Council meeting.
- Represents TS-SIS at the CONELL Marketplace just prior to the AALL annual meeting, or delegates another officer to do so, if necessary.
- Submits an annual report on TS-SIS activities to the AALL Executive Director.

General SIS Responsibilities

- Serves as chair of the TS-SIS Executive Board.
- Communicates during the course of the year with TS-SIS officers and committee chairs on the business of the SIS.
- Monitors the content and activity of the TS-SIS electronic discussion forum (ts-sis@aallnet.org), and advises the forum manager on any issues or possible improvements.
- Appoints ad hoc committees with the approval of the TS-SIS Executive Board.
- Together with the Secretary/Treasurer, reviews SIS budget statements received from AALL headquarters.
- Approves section expenditures, following the guidelines in the TS-SIS "Policy on Expenditures" (see Related Documents II).
- Notifies the membership of TS-SIS candidates for office and calls for nominations by petition via email by February 1.
- Notifies all candidates of TS-SIS election results via phone by May 8.
- Announces TS-SIS election results to the membership and to AALL via email, the TS-SIS website, and *TSL* by May 15.
- Assists in the periodic revision of the TS-SIS brochure.
- Coordinates or assigns special projects of the SIS (e.g., strategic planning).
- Sends thank you letters to donors who have contributed money for education grants.

***TSLL* Responsibilities**

- Together with the chair of OBS-SIS, monitors the issuance of [*TSLL*](#).
- Writes a column for each issue of *TSLL* published during the year.

Annual Meeting Responsibilities

- Upon becoming TS-SIS Chair at the end of the TS-SIS Business Meeting, prepares the agenda and presides over the incoming TS-SIS Executive Board meeting.
- Prepares the time schedule for all TS-SIS-sponsored activities at the AALL annual meeting, including section-sponsored substantive programs, business and board meetings, standing and ad hoc committee meetings, and roundtables.
- Prepares the agenda and presides over the outgoing TS-SIS Executive Board meeting.
- Prepares the agenda and presides over the TS-SIS Business Meeting.

Appointments

- May recommend candidates to become AALL official representatives to outside bodies, after consulting with the current chairs of the appropriate TS-SIS committees.
- Appoints TS-SIS liaisons to AALL committees or other special interest sections as needed.
- Confirms the appointments of the chairs of the standing and administrative committees with formal letters of appointment (see Sample Appointment Letter: [Word version](#) (23 KB) | [PDF version](#) (21 KB))

Revised July 2011

Vice-Chair / Chair-Elect

The Vice-Chair/Chair-Elect is elected to a three-year term, serving as Vice-Chair/Chair-Elect, then [Chair](#), and finally [Past Chair](#). The three-year term allows the individual to prepare to take over as Chair and then to assure continuity in the succeeding year's board.

General Responsibilities

- Serves as a member of the TS-SIS Executive Board.
- Works with the TS-SIS Chair to oversee the operation of the section, including being consulted on decisions affecting the section.
- Assumes the duties of the TS-SIS Chair should the Chair leave office before his/her term expires.

Annual Meeting Responsibilities

- Attends the TS-SIS Business Meeting and the outgoing TS-SIS Executive Board meeting.
- Prepares the agenda for and presides over the incoming TS-SIS Executive Board meeting after becoming Chair at the end of the TS-SIS Business Meeting.
- Attends the AALL SIS Leadership Workshop and the SIS Council Business Meeting.

Biennial Membership Survey

- In conjunction with the first-year member-at-large, prepares and distributes the biennial membership survey in even-numbered years, and compiles survey responses in time to share them with the TS-SIS Executive Board by mid-membership year (January or February).
- Disseminates survey responses to TS-SIS officers, committee chairs, and others as appropriate by March 1.
- Notes program and workshop ideas and sends them to the [TS-SIS Education Committee](#) Chair.

Annual Volunteer Form

- Prepares and distributes the annual volunteer form and compiles the responses.
- Forwards to the appropriate committee chairs the names of respondents interested in joining their committees.
- Notifies the chair of the [TS-SIS Nominating Committee](#) of any survey respondents who express an interest in running for elected office in TS-SIS.
- Notes other potential volunteers.

Appointments

The TS-SIS Vice-Chair/Chair-Elect prepares a list of names of potential candidates for positions within the TS-SIS. The list is prepared in consultation with and the approval of the TS-SIS

Executive Board with the exceptions noted below. It is the responsibility of the Vice-Chair/Chair-Elect to see that all appointments are made.

Unless explicitly stated below, all appointments are for a term of one year and may be renewed. Also, unless explicitly stated, appointments are made by the TS-SIS Vice-Chair/Chair-Elect with the approval of the TS-SIS Executive Board.

The list should consist of the following positions:

Administrative Committees

Awards Committee

- Chair
- Members (minimum 2 positions)

Bylaws and Handbook Committee

- Chair (TS-SIS Past Chair is committee chair)
- Members (minimum 2 positions appointed by TS-SIS Vice-Chair/Chair-Elect)

Education Committee (1 Committee appointed to oversee programming at a single AALL annual meeting, from initial planning through the actual meeting)

- Chair (1 1/2 year term); appointed by December 1
- Chairs of the TS-SIS Standing Committees
- TS-SIS Members (minimum 3 positions); appointed in December
- TS-SIS Vice-Chair/Chair-Elect (later TS-SIS Chair) making the Education Committee appointments is ex officio and remains on the committee after assuming the office of TS-SIS Chair
- First Year Member-at-Large is ex officio
- The newly-elected TS-SIS Vice-Chair/Chair-Elect joins the committee ex officio after the TS-SIS elections

Membership Committee

- Chair
- Members (4 positions, appointed by Membership Chair); Second Year Member-at-Large is ex officio

Nominating Committee

- Chair
- Members (2 positions)
 - Note: All three committee members should be from different regions and library types

Professional Development Committee

- Chair (2 year term)
- Members (4 positions, 2 year term); staggered terms, two positions appointed each year

Standing Committees

Acquisitions Standing Committee

- Chair (2 year term); appointed in even-numbered years
- Members (1 year term); appointed by Standing Committee Chair from volunteers

Cataloging and Classification Standing Committee

- Chair (2 year term); appointed in odd-numbered years
- Members (1 year term); appointed by Standing Committee Chair from volunteers

Preservation Standing Committee

- Chair (2 year term); appointed in even-numbered years
- Members (1 year term); appointed by Standing Committee Chair from volunteers

Serials Standing Committee

- Chair (2 year term); appointed in odd-numbered years
- Members (1 year term); appointed by Standing Committee Chair from volunteers

AALL Official Representatives

AALL Representative to MAC (3 year term, renewable at discretion of AALL Vice-President)

- TS-SIS Chair consults with Cataloging and Classification Standing Committee Chair and TS-SIS Executive Board; recommended jointly by TS-SIS and OBS-SIS Chairs to AALL Vice-President in spring when open

AALL Representative to SAC (3 year term, renewable at discretion of AALL Vice-President)

- TS-SIS Chair consults with Cataloging and Classification Standing Committee Chair and TS-SIS Executive Board; recommended by TS-SIS Chair to AALL Vice-President in spring when open

AALL Representative to CC:DA (3 year term, renewable at discretion of AALL Vice-President)

- TS-SIS Chair consults with Cataloging and Classification Standing Committee Chair and TS-SIS Executive Board; recommended by TS-SIS Chair to AALL Vice-President in spring when open

Other Positions

[Joint Research Grant Committee](#)

- Chair (2 year term); appointed in consultation with OBS-SIS Chair; should be a member of TS-SIS and OBS-SIS
- Members (2 positions, 2 year term); staggered terms, one position appointed each year; must be a member of TS-SIS

[Listserv Manager](#) (2 year term, 1-2 positions)

[TSL](#)

- Editor (2 year term, renewable); appointed jointly by Executive Boards of TS-SIS and OBS-SIS
- Board members (2 positions, 2 year term); staggered terms, one position appointed each year

[Webmaster](#) (2 year term, 1 position)

The list of appointment candidates for administrative committee chairs, AALL official representatives, standing committee chairs, and other positions should be presented to the TS-SIS Executive Board by June 1 each year to be discussed and voted on. The only exception is the appointment of the [TS-SIS Education Committee](#) Chair, which must be made by December 1.

After approval, the Vice-Chair/Chair-Elect notifies the TS-SIS membership of the appointments for the upcoming year via email.

Revised July 2011

Past Chair

The Past Chair is elected to a three-year term, serving as [Vice-Chair/Chair-Elect](#), then [Chair](#), and finally Past Chair. The three-year term allows the individual to prepare to take over as Chair and then to assure continuity in the succeeding year's board.

Responsibilities

- Serves as a member of the TS-SIS Executive Board.
- Soon after the AALL annual meeting, sends thank you letters to TS-SIS officers and the officers' library directors acknowledging their contributions to TS-SIS during the previous year.
- Chairs the TS-SIS [Bylaws and Handbook Committee](#).
- Acts in an advisory capacity to the TS-SIS Chair, assisting in the transition in leadership.
- Attends the TS-SIS Business Meeting and the TS-SIS Executive Board meetings at the annual meeting. In the year that the Chair becomes Past Chair at the end of the business meeting, attends the incoming Executive Board meeting as Past Chair. In the following year, attends the outgoing Executive Board meeting.
- Assists in any other way as needed or requested by the TS-SIS Chair.

Revised July 2011

Secretary / Treasurer

The Secretary/Treasurer is elected for a two-year term.

Minutes and Other Documentation

- Takes minutes at both the TS-SIS Executive Board meetings and at the annual TS-SIS Business Meeting after installation.
- Verifies quorum at the annual TS-SIS Business Meeting and certifies to the TS-SIS Chair that a quorum has been reached.
- Is responsible for distributing Executive Board minutes to all members of the board, and for forwarding the minutes of annual TS-SIS Business Meetings to TSSL's editor-in-chief for inclusion in the next issue and to the Chair for posting on the TS-SIS website.
- Keeps archival copies of the minutes of Executive Board and annual business meetings, transferring these to the AALL Archives when appropriate.
- After minutes have been approved by the Executive Board via email, sends a copy of the final minutes for posting on the TS-SIS website.

Financial Reports & Records

- Monitors TS-SIS expenditures in order to guarantee adherence to the TS-SIS "Policy on Expenditures" (see [Related Documents II](#)).
- Submits requests for reimbursement of funds to AALL headquarters for TS-SIS members and others as necessary. Retains a copy of each request for treasury records for 5 years.
- Communicates with the Coordinator of the [Exchange of Duplicates Program](#) run by the Serials Committee and handles deposits and payment of expenses associated with the Exchange of Duplicates Program.
- Reconciles the monthly budget statement from AALL Headquarters. Compares known deposits and expenditures to determine if the statements are correct and accurate. Contacts AALL Headquarters to investigate any discrepancies. Coordinates with other SIS Secretary/Treasurers when expenses being shared with other SISs to ensure that billings are correct.
- Prepares an annual financial statement for distribution at the TS-SIS annual Business Meeting.

Election of Officers

- Prepares ballots for the annual election of TS-SIS Executive Board officers and notifies the membership by email when and where ballots are available.
 - Ballots must include the contested positions; the names, titles, and institutions of the candidates for each position; candidates' statements, brief resumes, and photos; and directions for marking and submitting ballots.
- Candidate slate and call for nominations by petition must be announced by the TS-SIS Chair by February 1, with nominations by petition (along with written acceptances) being submitted to the Chair no later than March 15.

- Ballots should be made available no sooner than April 1 and the election should be completed by May 1.
- Tabulates election results and notifies the TS-SIS Chair.

Other Voting

- Notifies the membership by email 30 days in advance of a vote on proposed bylaws amendments and informs them of when and by what method balloting will take place. Prepares the ballots for proposed bylaws amendments to be voted upon.
- Tallies and records the results of votes on bylaws amendments and notifies the TS-SIS Chair.

Revised June 27, 2013

Members at Large

Each member at large serves a two-year term on the TS-SIS Executive Board, with one member at large being elected each year.

First Year Member-at-Large Responsibilities

- Attends the TS-SIS Business Meeting and the incoming TS-SIS Executive Board meeting at the AALL annual meeting after installation on the Board.
- Assists the Vice-Chair/Chair-Elect in conducting the biennial membership survey.
- Coordinates the Silent Auction at the AALL annual meeting to raise money for the [Marla J. Schwartz grant](#). Complete details are included in the "Silent Auction Procedures" section below.
- Serves as ex officio member of the [TS-SIS Education Committee](#).
- Prepares and collects evaluations of TS-SIS sponsored programs at the AALL annual meeting. Compiles evaluation results and sends them to the TS-SIS Education Committee Chair and program coordinators and speakers.
- Assists in other projects/duties as requested by the TS-SIS Chair.
- Briefly reports on activities at TS-SIS Executive Board and business meetings.
- Submits a written annual report of activities to the TS-SIS Chair by June 15.
- Other duties as assigned by the TS-SIS Chair.

Silent Auction Procedures

The duties of the First Year Member at Large regarding the Silent Auction are as follows:

1. Appeals to TS-SIS members for donations to the Silent Auction.
2. Communicates with the [TS-SIS Membership Committee Chair](#) to secure space at the TS-SIS activities table.
3. Sets up the auction table, runs the auction, and collects money.
4. Coordinates with the TS-SIS Secretary/Treasurer to send donated funds and a list of donor names and addresses, donated items, and auction winners to AALL Headquarters.

Second Year Member-at-Large Responsibilities

- Attends the TS-SIS Business Meeting and the outgoing TS-SIS Executive Board meeting at the AALL annual meeting.
- Chairs the Joint Reception Committee, which plans the annual joint reception. Keeps the TS-SIS Chair updated on reception arrangements. Complete details are included in the "Procedure for Joint Reception" section below.
- Serves as an ex officio member of the [TS-SIS Membership Committee](#).
- Assists in other projects/duties as requested by the TS-SIS Chair.
- Briefly reports on activities at TS-SIS Executive Board and business meetings.
- Submits a written annual report of activities to the TS-SIS Chair by June 15.
- Other duties as assigned by the TS-SIS Chair.

Procedure for Joint Reception

The joint reception is an annual event that normally occurs on Saturday evening during the AALL annual meeting. The TS-SIS member-at-large in the second year of his/her term is the chair of the Joint Reception Committee. Other members of the Joint Reception Committee represent the other participating special interest sections, CS-SIS, OBS-SIS, and RIPS-SIS.

The duties of the Chair of the Joint Reception Committee are as follows:

Preparation for the Reception

1. Asks AALL Headquarters to find a sponsor for the reception (usually in September) and informs Headquarters that the sponsor for this event has traditionally been Innovative Interfaces Inc.
2. Asks the chairs of CS-SIS, OBS-SIS and RIPS-SIS to each appoint a member to serve on the committee (September).
3. Provides each new committee member with a copy of the previous year's joint reception annual report to acquaint them with the process.
4. Divides duties among committee members, for example, the committee chair to handle the budget and coordinate with AALL headquarters, one committee member to handle publicity, one committee member to arrive early (see below), etc.
5. Sends the committee members the menus provided by AALL (or another caterer, if appropriate) and works with them on the selection of food and beverages.
6. Prepares the budget, taking into account food and beverages, AV equipment, and meeting room sign.
7. If the budget exceeds the sponsor's contribution, asks the TS-SIS chair to consider requesting additional funds from the participating SIS chairs.
8. Submits the AV equipment and menu selection forms to the AALL meeting coordinator by the required deadlines.
9. Ensures that the committee member in charge of publicity meets the spring deadlines for *TSL*L and other participating SIS publications, and that an announcement is also sent to the TS-SIS listserv and the Law Innovative Users Group listserv to post on its electronic discussion forum, if appropriate.
10. As a courtesy, sends the sponsor's contact person the chosen menu selections.

Day of the Reception

1. Ensures that the room has been set up properly, the AV equipment has arrived, and the room sign has been placed outside the door. Greets the sponsor's representatives as they arrive. NOTE: If attending a TS-SIS Executive Board meeting immediately prior to the reception, the committee chair will delegate a committee member to fulfill these duties.
2. Coordinates speeches by SIS chairs welcoming guests and thanking sponsor for its sponsorship.

After the Reception

1. Coordinates with AALL Headquarters regarding billing.
2. Sends thank-you letters to sponsor's contact person and chief executive by August 1.

3. Prepares annual event report and sends to all participating SIS chairs by August 1.
4. Updates the joint reception binder and forwards it to the member-at-large who will chair the Joint Reception Committee the following year.

Revised July 2011

Acquisitions Standing Committee Chair

Charge

The Acquisitions Standing Committee serves as the research and discussion group on areas of acquisitions, including collection development; acquisitions policies; encumbrance systems; accounting and record keeping; internal acquisitions procedures; approval plans related to collection development and acquisitions policies; duplicate order control; and other topics within the scope of the preceding list.

Standing Committee Chair

The chair of the Acquisitions Standing Committee serves a two-year term and is appointed by the TS-SIS Vice-Chair/Chair-Elect in consultation with the TS-SIS Executive Board in even-numbered years.

The standing committee chair:

- Meeting attendance: Attends the TS-SIS Business Meeting and the incoming TS-SIS Executive Board meeting at the first AALL annual meeting after appointment. Attends the Business Meeting and both Board meetings the following year. Attends the outgoing Board meeting and the Business Meeting at the conclusion of the second year's term.
- Sets the agenda and presides over the standing committee meeting held during the AALL annual meeting.
- Serves as ex officio member of the [TS-SIS Education Committee](#). Solicits and submits program and workshop ideas to the TS-SIS Education Committee for possible presentation at the AALL annual meeting, after discussion with committee members.
- Appoints members who have expressed a desire to join the committee.
- If additional members are needed, recruits from among TS-SIS members who might be interested in joining.
- Appoints committee members to moderate any roundtables related to the committee by November 1. (See "[Roundtables](#)" for more details.)
- Appoints subcommittees or working groups, as needed. At least one member of such a subcommittee or working group must also be a member of the standing committee.
- Communicates with committee members at least once during the year to keep them informed of the activity of the committee, its subcommittees and working groups.
- When relevant, reports on committee activities in *TSLL* or another AALL publication.
- Maintains committee files and documents, transferring these to the AALL Archives when appropriate.
- Submits written reports of committee's activities to the TS-SIS Chair by June 15.
- Presents brief verbal summaries of these reports at TS-SIS Executive Board and business meetings.

Standing Committee Members

In general, members of standing committees are expected to:

- Read and respond to all communications from standing committee chair.
- Consider and volunteer for opportunities to lead or serve on roundtables, working groups, etc.
- Attend meeting of standing committee held during AALL annual meeting.
- Attend meeting of roundtables, working groups, etc. held during AALL annual meeting.

Revised July 2011

Cataloging and Classification Standing Committee Chair

Charge

The Cataloging and Classification Standing Committee's responsibility is to address issues concerning descriptive and subject cataloging and the classification of book and non-book materials.

Standing Committee Chair

The chair of the Cataloging and Classification Standing Committee serves a two-year term and is appointed by the TS-SIS Vice-Chair/Chair-Elect in consultation with the TS-SIS Executive Board in odd-numbered years.

The standing committee chair:

- Meeting attendance: Attends the TS-SIS Business Meeting and the incoming TS-SIS Executive Board meeting at the first AALL annual meeting after appointment. Attends the Business Meeting and both Board meetings the following year. Attends the outgoing Board meeting and the Business Meeting at the conclusion of the second year's term.
- Sets the agendas and presides over the standing committee meetings held during the AALL annual meeting.
- Serves as ex officio member of the [TS-SIS Education Committee](#). Solicits and submits program and workshop ideas to the TS-SIS Education Committee for possible presentation at the AALL annual meeting, after discussion with committee members.
- Appoints members who have expressed a desire to join the committee.
- If additional members are needed, recruits from among TS-SIS members who might be interested in joining.
- Appoints committee members to moderate any roundtables related to the committee by November 1. (See "[Roundtables](#)" for more details.)
- Appoints subcommittees or working groups, as needed. At least one member of such a subcommittee or working group must also be a member of the standing committee.
- Communicates with committee members at least once during the year to keep them informed of the activity of the committee, its subcommittees and working groups.
- When relevant, reports on committee activities in *TSLL* or another AALL publication.
- Maintains committee files and documents, transferring these to the AALL Archives when appropriate.
- Submits written reports of the committee's activities to the TS-SIS Chair by June 15.
- Presents brief verbal summaries of these reports at TS-SIS Executive Board and business meetings.

Standing Committee Members

In general, members of standing committees are expected to:

- Read and respond to all communications from standing committee chair.
- Consider and volunteer for opportunities to lead or serve on roundtables, working groups, etc.
- Attend meeting of standing committee held during AALL annual meeting.
- Attend meeting of roundtables, working groups, etc. held during AALL annual meeting.

Policy Statements

When there is a need for a policy decision or position statement related to cataloging and/or classification, the chair of the TS-SIS Cataloging and Classification Standing Committee is responsible for handling these matters in accord with the "Cataloging and Classification Standing Committee Policy Statement (Adopted by AALL in 1982)

Cataloging and Classification Standing Committee Policy Statement

1. When there is a need for a policy decision or position statement related to cataloging, the question should be referred to the chair of the TS-SIS Cataloging and Classification Committee. The question could come from one of the AALL representatives to outside organizations, from another organization, from the AALL Executive Board, etc.
2. The chair of the Cataloging and Classification Committee, in consultation with its members, will decide whether or not a formal policy is necessary. In some cases, the committee might decide that a representative to an external group may be given the right to make statements on behalf of law catalogers or TS-SIS on the basis of some broad policy stand previously issued. The representative will be charged with reporting statements and asking for comments on them.
3. If no formal statement is deemed necessary, the chair and members of the Cataloging and Classification Committee shall come to an agreement on the question and inform the person or organization requesting the response. Such responses should be reported as outlined in 4g below.
4. If a formal organizational response is deemed necessary, the following procedure should be used.
 - a. The chair of the Cataloging and Classification Committee shall prepare a report on the question.
 - b. The report shall be circulated to the members of the Cataloging and Classification Committee for consideration. Committee members shall be asked to comment, and to vote if necessary. If any of the representatives to outside organizations for which TS-SIS has oversight are not members of the committee, they should also be polled. A copy of the report should be sent to the TS-SIS liaison to the AALL Executive Board for information and comment.
 - c. The chair shall, in consultation with the committee's members, prepare a draft policy statement based on the information gained from the above process.
 - d. This draft policy statement shall be published in *TSSL* and AALL's newsletter. Explanatory material should be included as necessary, and comments requested.
 - e. A final policy statement proposal shall then be presented to the AALL Executive Board along with a "legislative history" of the procedure followed. All necessary documentation should be included.

- f. The AALL Executive Board, following its procedures, shall decide the question. If necessary, the question can be returned to the Cataloging and Classification Committee for modification, reconsideration, etc.
- g. After approval by the AALL Executive Board, the policy statement shall be disseminated as deemed necessary. In most cases, this will mean notifying the person or organization requesting the information, notifying the appropriate ALA committee, notifying the appropriate Library of Congress unit, and publishing the statement in *TSL* and in AALL's newsletter.

Approved by AALL Executive Board, 1982

Revised July 2011

Preservation Standing Committee Chair

Charge

The Preservation Standing Committee is charged with focusing on measures to preserve legal information, in all formats, that is at risk due to deterioration, neglect or disaster and with addressing issues related to the preservation of and access to digital content. The Committee also serves as a resource on preservation for the American Association of Law Libraries.

Standing Committee Chair

The chair of the Preservation Standing Committee serves a two-year term and is appointed by the TS-SIS Vice-Chair/Chair-Elect in consultation with the TS-SIS Executive Board in even-numbered years.

The standing committee chair:

- Meeting attendance: Attends the TS-SIS Business Meeting and the incoming TS-SIS Executive Board meeting at the first AALL annual meeting after appointment. Attends the Business Meeting and both Board meetings the following year. Attends the outgoing Board meeting and the Business Meeting at the conclusion of the second year's term.
- Sets the agendas and presides over the standing committee meetings held during the AALL annual meeting.
- Serves as ex officio member of the [TS-SIS Education Committee](#). Solicits and submits program and workshop ideas to the TS-SIS Education Committee for possible presentation at the AALL annual meeting, after discussion with committee members.
- Appoints members who have expressed a desire to join the committee.
- If additional members are needed, recruits from among TS-SIS members who might be interested in joining.
- Appoints committee members to moderate any roundtables related to the committee by November 1. (See "[Roundtables](#)" for more details.)
- Appoints subcommittees or working groups, as needed. At least one member of such a subcommittee or working group must also be a member of the standing committee.
- Communicates with committee members at least once during the year to keep them informed of the activity of the committee, its subcommittees and working groups.
- When relevant, reports on committee activities in *TSLL* or another AALL publication.
- Maintains committee files and documents, transferring these to the AALL Archives when appropriate.
- Submits written reports of the committee's activities to the TS-SIS Chair by June 15.
- Presents brief verbal summaries of these reports at TS-SIS Executive Board and business meetings.

Standing Committee Members

In general, members of standing committees are expected to:

- Read and respond to all communications from standing committee chair.
- Consider and volunteer for opportunities to lead or serve on roundtables, working groups, etc.
- Attend meeting of standing committee held during AALL annual meeting.
- Attend meeting of roundtables, working groups, etc. held during AALL annual meeting.

Revised July 2011

Serials Standing Committee Chair

Charge

The Serials Standing Committee provides a forum for addressing issues unique to serial publications including, but not limited to, check-in systems; subscription agencies; binding; claiming; and record keeping. This committee also encourages the exchange of duplicate materials among law libraries by issuing periodic lists of exchange materials available from member libraries.

Standing Committee Chair

The chair of the Serials Standing Committee serves a two-year term and is appointed by the TS-SIS Vice-Chair/Chair-Elect in consultation with the TS-SIS Executive Board in odd-numbered years.

The standing committee chair:

- Meeting attendance: Attends the TS-SIS Business Meeting and the incoming TS-SIS Executive Board meeting at the first AALL annual meeting after appointment. Attends the Business Meeting and both Board meetings the following year. Attends the outgoing Board meeting and the Business Meeting at the conclusion of the second year's term.
- Sets the agendas and presides over the standing committee meetings held during the AALL annual meeting.
- Serves as ex officio member of the [TS-SIS Education Committee](#). Solicits and submits program and workshop ideas to the TS-SIS Education Committee for possible presentation at the AALL annual meeting, after discussion with committee members.
- Appoints members who have expressed a desire to join the committee.
- If additional members are needed, recruits from among TS-SIS members who might be interested in joining.
- Appoints a member to coordinate the Exchange of Duplicates Program by August 1.
- Appoints committee members to moderate any roundtables related to the committee by November 1. (See "[Roundtables](#)" for more details.)
- Appoints subcommittees or working groups, as needed. At least one member of such a subcommittee or working group must also be a member of the standing committee.
- Communicates with committee members at least once during the year to keep them informed of the activity of the committee, its subcommittees and working groups.
- When relevant, reports on committee activities in *TSLL* or another AALL publication.
- Maintains committee files and documents, transferring these to the AALL Archives when appropriate.
- Submits written reports of the committee's activities to the TS-SIS Chair by June 15.
- Presents brief verbal summaries of these reports at TS-SIS Executive Board and business meetings.

Standing Committee Members

In general, members of standing committees are expected to:

- Read and respond to all communications from standing committee chair.
- Consider and volunteer for opportunities to lead or serve on roundtables, working groups, etc.
- Attend meeting of standing committee held during AALL annual meeting.
- Attend meeting of roundtables, working groups, etc. held during AALL annual meeting.

Exchange of Duplicates Program

The Exchange of Duplicates Program is coordinated by a member of the TS-SIS Serials Committee who has been appointed by the Serials Committee chair to serve a two-year, renewable term, running from August through July. The service enables libraries to exchange journals as well as other titles that are serial in nature. Funds raised through this program are used by TS-SIS to offer educational grants. Changes to the Exchange of Duplicates procedures must be approved by the Serials Committee.

The Exchange of Duplicates Program Coordinator:

- Sets a timetable for the upcoming calendar year which includes the semi-annual (spring and fall) exchange.
- Alerts database administrator of all dates and any needed revisions to the website <http://diglawlib.byu.edu/exchange>.
- E-mails at the beginning of the calendar year, an invitation to libraries to participate in the Exchange of Duplicates Program for that year.
- Receives payments from participating libraries and maintains records. Forwards payments to the TS-SIS Secretary/Treasurer for deposit in the TS-SIS account.
- Alerts members of submission deadlines.
- Prepares the Duplicate Exchange List. Receives standardized lists of duplicates from participating libraries. Verifies submitted lists against the Authority List. Revises the list (when the numbers of changes are deemed insignificant) or returns the list to the originating library to revise (when the numbers of changes are deemed significant). Reformats and makes edits to the Secondary Lists when necessary.
- Submits all completed lists to the Database Administrator to compile into the Master List.
- Alerts participants when the Master List is ready for viewing.
- Answers any questions from participants.
- Sends receipts of costs incurred (payments to Web Administrator) to the TS-SIS Secretary/Treasurer, who requests reimbursement for them from AALL out of TS-SIS funds.
- Submits an annual report to the chair of the TS-SIS Serials Committee, who will incorporate it into the Serials Committee's annual report. The report should include the number of participating libraries, income and expenditures, and any other information the coordinator feels is suitable for inclusion.

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