

2022

TS-SIS Handbook, 2022

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Introduction

The purpose of this handbook is to offer guidelines to the officers, committee chairs, and other members of the Technical Services Special Interest Section (TS-SIS). TS-SIS is one of the largest special interest sections in the American Association of Law Libraries (AALL). TS-SIS has two standing committees, plus a varying number of administrative committees, ad hoc committees, and roundtables. In addition to their activities during the year, TS-SIS entities meet during the AALL annual meeting.

The Executive Board consists of the Chair, the Vice-chair/Chair-elect, the Past Chair, the Secretary/Treasurer, two members-at-large, and the chairs of the two standing committees (Metadata Management and Resource Management.).

The following pages list the responsibilities of the elected officers, committee chairs, and other positions in TS-SIS. The lists of responsibilities are not meant to be exhaustive and may be revised in future editions. A copy of the current TS-SIS Bylaws (revised **June 23, 2021**) and more specific policies, practices, or projects related to section activities are also included.

Elected Officers

Chair

For the term of office, see TS-SIS Bylaws, Article IV, section 3.

The responsibilities of the Chair are:

AALL

- ensure that TS-SIS actions comply with AALL policy and the AALL SIS Handbook;
- serve as the TS-SIS liaison with AALL headquarters, is a member of the SIS Council, and communicates with the AALL Board's liaison to TS-SIS;
- serve as the official spokesperson for TS-SIS both within and outside AALL;
- prepare agenda items relevant to TS-SIS for the AALL board meetings, including requests for special funding (fall);
- represent TS-SIS at the SIS Council meetings;
- submit an annual report on TS-SIS activities to the AALL Executive Director;

General SIS

- serve as chair of the TS-SIS Executive Board;
- prepare the agenda and preside over the TS-SIS Business Meeting;
- communicate during the year with TS-SIS officers and committee chairs on the business of the SIS;
- monitor the content and activity of the TS-SIS My Communities and advise the My Communities manager on any issues or possible improvements;
- monitor the content and activity of the TS-SIS website and advise the website coordinator on any issues or possible improvements;
- appoint ad hoc committees with the approval of the TS-SIS Executive Board;
- together with the Secretary/Treasurer, review SIS budget statements received from AALL headquarters;

- approve section expenditures, following the guidelines in the TS-SIS "Policy on Expenditures" (see Related Documents II);
- notify the membership of TS-SIS candidates for office and calls for nominations by petition via email by February 1;
- notify all candidates of TS-SIS election results via phone at the earliest possible time;
- announce TS-SIS election results to the membership, the TS-SIS website, and *TSLL* no later than the Section's annual business meeting; notify AALL Headquarters via email of the new officers so invitations to leadership training can be sent;
- assist in the periodic revision of the TS-SIS brochure;
- coordinate or assign special projects of the SIS (e.g., strategic planning);
- send thank-you letters on behalf of the section to individuals and organizations that have provided substantial assistance to TS-SIS during the year;
- review the handbook and make suggestions about changes to the Chair of the Bylaws and Handbook Committee;

Technical Services Law Librarian (TSLL)

- responsible for writing and submitting a column for each issue of *TSLL*;
- monitor the issuance of *TSLL*, together with the chair of LSRD-SIS;

Annual Meeting

- prepare the agenda and preside over the TS-SIS Executive Board meeting;
- prepare the schedule for all TS-SIS-sponsored activities at the AALL annual meeting;
- invite and plan activities for the TS-SIS VIP at the Annual Meeting
- represent TS-SIS at the CONELL Marketplace just prior to the AALL annual meeting, or delegate another officer, such as the Membership Committee chair, to do so;
- attend the AALL SIS Leadership Workshop and the SIS Council Business Meeting;

Appointments

- appoint TS-SIS liaisons to AALL committees or other special interest sections as needed;
- confirm the appointments of the chairs of the standing and administrative committees with formal letters of appointment;
- appoint individuals to serve in positions vacated before the end of a term (applies to both elected and appointed positions) with the approval of the TS-SIS Executive Board.

Vice-chair / Chair-elect

For the term of office, see TS-SIS Bylaws, Article IV, section 3.

The responsibilities of the Vice-chair/Chair-elect are:

General

- serve as a member of the TS-SIS Executive Board;
- work with the TS-SIS Chair to oversee the operation of the section, including being consulted on decisions affecting the section;
- assume the duties of the TS-SIS Chair should the Chair leave office before their term expires;

- attend the TS-SIS Business Meeting;

Annual Meeting

- attend the outgoing TS-SIS Executive Board meeting if held;
- attend the AALL SIS Leadership Workshop and the SIS Council Business Meeting;

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.

Biennial Membership Survey

- prepare and distribute the biennial membership survey in even-numbered years, in conjunction with the second-year member-at-large, and compile survey responses in time to share them with the TS-SIS Executive Board by the middle of the membership year (January or February);
- disseminate survey responses to TS-SIS officers, committee chairs, and others as appropriate by March 1;
- note program and workshop ideas and forward them to the TS-SIS Professional Development Committee Chair.

Appointments

The TS-SIS Vice-chair/Chair-elect, in consultation with the TS-SIS Executive Board, prepares a list of names of potential candidates for positions within the section. The list of candidates for appointment should be presented to the TS-SIS Executive Board by June 1 each year to be discussed and voted on. After approval, the Vice-chair/Chair-elect notifies the TS-SIS membership of the appointments for the upcoming year.

Terms of appointment are below and may be renewed.

The list consists of the following positions:

Administrative Committees

- Awards Committee Chair (1-year term)
- Membership Committee Chair (1-year term)
- Nominating Committee Chair (1-year term)
- Professional Development Committee Co-Chairs (Co-Chairs serve staggered 2-year terms)

Standing Committees (Co-Chairs serve staggered 2-year terms)

- Metadata Management, Co-Chairs
- Resource Management, Co-Chairs

Cataloging Liaisons (serve a 3-year term)

- Liaison to MARC Advisory Committee (MAC)- Consults with Metadata Management Standing Committee Co-Chairs and TS-SIS Executive Board; recommended jointly by TS-SIS and LSRD-SIS Chairs to SIS Council in spring when open;
- Liaison to Subject Analysis Committee (SAC)- Consults with Metadata Management Standing Committee Co-Chairs and TS-SIS Executive Board; recommended jointly by TS-SIS and LSRD-SIS Chairs to SIS Council in spring when open;
- Liaison to Committee on Cataloging: Description & Access (CC: DA)- Consults with Metadata Management Standing Committee Co-Chairs and TS-SIS Executive Board; recommended jointly by TS-SIS and LSRD-SIS Chairs to SIS Council in spring when open.

Other Positions

- Funding Research Opportunities Grant (FROG) Committee Chair (2-year term)- appointed in consultation with LSRD-SIS Chair; should be a member of TS-SIS and LSRD-SIS
- My Communities Manager (2-year term)
- Website Coordinator (2-year term)
- Technical Services Law Librarian (TSL) Editorial Board (2-year terms) - TS-SIS and LSRD-SIS each appoint two members, serving 2-year staggered terms
- Note: *TSL* Editor-In-Chief and Associate Editor are appointed by the TSL Editorial Board. For more information see the *TSL Structure and Policy* web page.

Past Chair

For the term of office, see TS-SIS Bylaws, Article IV, section 3.

The responsibilities of the Past Chair:

- serve as a member of the TS-SIS Executive Board;
- send thank-you letters soon after the AALL annual meeting to TS-SIS officers and their library directors acknowledging the officer's contributions to TS-SIS during the previous year;
- serve as chair of TS-SIS Bylaws and Handbook Committee;
- serve as an advisor to the TS-SIS Chair, assisting as needed in the leadership transition;
- attend the TS-SIS Business Meeting and any TS-SIS Executive Board meetings;
- assist the TS-SIS Chair as requested.

Secretary / Treasurer

For the term of office, see TS-SIS Bylaws, Article IV, section 3.

The responsibilities of the Secretary/Treasurer are:

Minutes and Other Documentation

- take minutes at both the TS-SIS Executive Board meetings and the annual TS-SIS Business Meeting;
- verify quorum at the annual TS-SIS Business Meeting;

- distribute Executive Board minutes to all members of the board;
- forward the minutes of annual TS-SIS Business Meetings to *TSLL*'s editor-in-chief for inclusion in the next issue and to the Chair for posting on the TS-SIS website;
- send a copy of the final minutes for posting on the TS-SIS website to the Chair after approval by the Executive Board;
- keep archival copies of the minutes of Executive Board and annual business meetings, transferring these to the AALL Archives when appropriate.

Financial Reports & Records

- monitor TS-SIS expenditures to guarantee adherence to the TS-SIS "Policy on Expenditures" (see Related Documents II);
- submit requests for reimbursement of funds to AALL headquarters for TS-SIS members and others as necessary; retain a copy of each request for treasury records for 5 years;
- reconcile the budget statements from AALL Headquarters; compare known deposits and expenditures to determine if the statements are correct and accurate; contact AALL Headquarters to investigate any discrepancies; coordinate with other SIS Secretaries/Treasurers when expenses are shared with other SISs to ensure that billings are correct;
- prepare an annual financial statement for distribution at the TS-SIS annual business meeting.

Election of Officers (See Appendix VI. Officer Election Calendar for complete list of dates)

- Conducts the annual online election of TS-SIS officers in accordance with the Bylaws and in coordination with AALL headquarters staff
 - March 15 - Receives nominations by petitions, along with written acceptances from the Nominating Committee
 - April 1 - Voting commences no sooner than April 1
 - May 1 - Election completed by this date
- Tallies the online balloting and notifies the TS-SIS Chair

Other Voting

- notify the membership by email 30 days in advance of a vote on proposed bylaws amendments and inform them when and how balloting will take place; prepare the ballots for proposed bylaws amendments to be voted upon;
- tally and record the results of votes on bylaws amendments and notify the TS-SIS Chair.

Members at Large

For the term of office, see TS-SIS Bylaws, Article IV, section 3.

First Year Member-at-Large Responsibilities are:

- attend the TS-SIS Business Meeting and TS-SIS Executive Board meetings after installation on the Board;
- coordinate the fundraising for the Marla J. Schwartz grant, including a giving campaign in November and a silent auction or other fundraising events around the AALL annual meeting;

- coordinate 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;
- assist in other projects/duties as requested by the TS-SIS Chair;
- report on activities at TS-SIS Executive Board and business meetings;
- submit a written annual report of activities to the TS-SIS Chair by June 15.

Second Year Member-at-Large Responsibilities are:

- attend the TS-SIS Business Meeting and TS-SIS Executive Board meetings;
- assist the Vice-chair/Chair-elect in conducting the biennial membership survey;
- coordinates dine-a-rounds or other networking activities for TS-SIS members in conjunction with Annual Meeting;
- assist First Year Member-at-Large with the silent auction or other fundraising events;
- serve as an ex officio member of the TS-SIS Membership Committee;
- assist in other projects/duties as requested by the TS-SIS Chair;
- report on activities at TS-SIS Executive Board and business meetings;
- submit a written annual report of activities to the TS-SIS Chair by June 15.

Standing Committees

Standing Committee Members

In general, members of standing committees are expected to:

- read and respond to all communications from standing committee chairs;
- volunteer for opportunities to lead or serve on roundtables, working groups, etc.;
- attend standing committee meetings held in-person and online;
- attend meetings of roundtables, working groups, etc.

Metadata Management Standing Committee

Charge

The Metadata Management Standing Committee encourages research and provides a forum to address issues pertaining to descriptive and subject cataloging and to the classification of legal materials in any format.

Standing Committee Co-Chairs

The co-chairs of the Metadata Management Standing Committee each serve a two-year term. One co-chair is appointed each year by the TS-SIS Vice-chair/Chair-elect in consultation with the TS-SIS Executive Board.

The responsibilities of the standing committee co-chairs are:

- attend the TS-SIS Business Meetings and any TS-SIS Executive Board meetings;
- set the agendas and preside over the standing committee meetings held during the AALL annual meeting;
- serve as, or appoint, a representative from the committee to be an ex-officio member of the Professional Development Committee;
- appoint members to the committee who have expressed a desire to join the committee;
- promote the Standing Committee to TS-SIS members to generate interest in joining;
- appoint facilitators for the committee roundtables, including the Heads of Cataloging in Large Libraries Roundtable, by November 1 (See "Roundtables" for more details);
- appoint the chairs of the committee working groups; at least one member of each working group must also be a member of the standing committee;
- communicate with committee members at least once during the year to keep them informed of activities of the committee;
- inform committee members of changes in metadata policies and standards;
- coordinate and promote relevant educational opportunities to the membership;
- report on committee activities in *TSLL* and AALL publications;
- maintain committee files and documents in the Committee's My Communities library;
- present brief oral summaries of these reports at TS-SIS Executive Board and business meetings;
- submit an annual report of the committee's activities to the TS-SIS Chair each year by June 15.

Resource Management Standing Committee

Charge

The Resource Management Standing Committee serves as the research and discussion group on areas of acquisitions, its policies and procedures, collection development, approval plans, and rare book collections. It provides a forum for addressing issues unique to serial publications including electronic resources lifecycle management. It focuses on measures to preserve legal information, in all formats and access to digital content.

Standing Committee Co-Chairs

The co-chairs of the Resource Management Standing Committee serve a two-year term each. One co-chair is appointed each year by the TS-SIS Vice-chair/Chair-elect in consultation with the TS-SIS Board Executive

The responsibilities of the standing committee co-chairs are:

- attend the TS-SIS Business Meetings and any TS-SIS Executive Board meeting;
- set the agendas and preside over the standing committee meetings;
- serve as, or appoint, a representative from the committee, to be an ex officio member of the TS-SIS Professional Development Committee;
- appoint members to the committee who have volunteered to join the committee;
- promote the Standing Committee to TS-SIS members to generate interest in joining;
- appoint facilitators for the committee roundtables by November 1 (See "Roundtables" for more details);
- appoint the chairs of Committee working groups, as needed;

- communicate with committee members at least once during the year to keep them informed of the activities of the committee;
- report on committee activities in *TSLL* or another AALL publication;
- maintain committee files and documents in the Committee's My Communities library;
- submit an annual report of committee's activities to the TS-SIS Chair each year by June 15;
- promotes educational opportunities to the membership;
- present brief oral summaries of activities, as requested, at TS-SIS Executive Board and business meetings.

Administrative Committees

Chairs of Administrative Committees will put out a call for members after the annual meeting. The roster is forwarded to the Vice-chair/Chair-elect by September 15 and members serve one-year, renewable terms. Chairs may add new members as needed to replace members, who need to step down, or to fill ad-hoc working groups or subcommittees.

In general, members of administrative committees are expected to:

- read and respond to all communications from the committee chair;
- attend meetings of committee;
- consider and volunteer for special projects.

Awards Committee

Charge

The Awards Committee reviews potential recipients of the Renee D. Chapman Memorial Award for Outstanding Contributions in Technical Services Law Librarianship and any other awards established by TS-SIS, including grants to support members' attendance at AALL-sponsored educational events.

Membership

The committee consists of at least three (3) members, including the committee chair.

The responsibilities of the committee chair are:

General

- coordinate the dual processes of selecting the Renee D. Chapman Memorial Award recipient (see Related Documents III) and awarding grants (see Related Documents IV), following the specific guidelines for each process;
- submit a written report detailing the committee's activities to the TS-SIS Chair by June 15;
- report briefly on the committee's activities at the TS-SIS Business Meeting during the annual meeting if requested;
- maintain committee files and documents in the Committee's My Communities library, with the exception being for confidential information which is to be distributed individually to committee members.

Bylaws and Handbook Committee

Charge

The Bylaws and Handbook Committee maintains the TS-SIS Bylaws and Handbook in conformance with AALL policies, makes proposals to amend the Bylaws and/or the Handbook as desired by the TS-SIS Executive Board, and maintains the official version of the Bylaws and the Handbook on the TS-SIS website.

Membership

The TS-SIS Past Chair serves as chair of the Bylaws and Handbook Committee.

The responsibilities of the committee chair are:

General

- submit a written report detailing the committee's activities to the TS-SIS Chair by June 15;
- report briefly on the committee's activities at the TS-SIS Business Meeting during the annual meeting if requested;
- maintain committee files and documents in the Committee's My Communities library.

Bylaws

- follow the provisions of the Bylaws regarding amendments to said Bylaws;
- incorporate the amendments into the official copy of the Bylaws on the TS-SIS website when amendments are approved by the TS-SIS membership.

Handbook

- review the TS-SIS Handbook for necessary changes or clarifications;
- facilitate committee discussion on proposed Handbook revisions;
- present proposed revisions to the TS-SIS Executive Board for approval;
- prepare the annual official edition of the Handbook for the TS-SIS website.

Membership Committee

Charge

The Membership Committee facilitates TS-SIS member recruitment, retention, and involvement.

Membership

The Second Year Member-at-Large of the Executive Board is ex officio member of the Membership Committee.

The responsibilities of the committee chair are:

- assign committee members to obtain a list of new TS-SIS members and to send them welcome materials by post and/or email; each new TS-SIS member should receive a welcome letter and a TS-SIS brochure;
- assign committee members to contact technical services librarians who are members of AALL, but not of TS-SIS, and encourage them to join the section;
- assist the TS-SIS Chair in answering inquiries about membership in the section;

- maintain the section's supply of TS-SIS brochures;
- revise and update the TS-SIS brochure with assistance from the TS-SIS Chair every three years, or as deemed appropriate by the Executive Board;
- serve as liaison to the AALL Mentorship Project; assign a committee member to solicit TS-SIS members as mentors and mentees in the AALL Mentorship Project;
- capitalize on opportunities and avenues provided by AALL Annual Meeting to facilitate outreach to existing and potential members. Examples of activities include:
 - represents TS-SIS at the CONELL Marketplace if directed to do so by the TS-SIS Chair
 - coordinate presence of TS-SIS in the exhibit hall at the AALL annual meeting (poster, table, etc.)
- submit a written report detailing the committee's activities to the TS-SIS Chair by June 15;
- report briefly on the committee's activities at the TS-SIS Business Meeting during the annual meeting if requested;
- maintain committee files and documents in the Committee's My Communities library.

Nominating Committee

Charge

The Nominating Committee prepares the slate of candidates to run for TS-SIS offices as specified in the TS-SIS bylaws.

Membership

For terms of office, see TS-SIS Bylaws, Article VII, section 4. Members of the committee should represent different geographical regions and library types.

Dates (See Appendix VI. Officer Election Calendar for complete list of dates)

- By January 15: Nominating Committee Chair obtains written acceptances from all candidates
- By January 15: Nominating Committee Chair submits a slate of candidates, together with written acceptances, to TS-SIS Chair
- By March 15: nominations by petition, along with written acceptances, must be filed with TS-SIS Secretary/Treasurer
- By March 15: Nominating Committee Chair forwards ballot information to TS-SIS Secretary/Treasurer
- By May 15: Nominating Committee Chair emails thank-you letters to all candidates

The responsibilities of the committee chair are:

- follow the provisions of section on "Nominations and Elections," of the TS-SIS Bylaws in performing the duties of this committee;
- oversee the compilation of a slate of at least two candidates for each of the offices that are up for election;
- obtain written, paper, or electronic, acceptances from all candidates by January 15;
- ensure that all potential candidates are aware of the duties and responsibilities of the offices for which they are being nominated, especially when they are not particularly obvious;
- submit the slate of candidates along with their written acceptances to the TS-SIS Chair by January 15;

- obtain the following information for each candidate to be used in preparing the ballot and forward to the Secretary/Treasurer by March 15:
 - name, titles, and name of institution as the candidate wishes them to appear on the ballot;
 - statements outlining the candidate's interest in the position for which they are running;
 - brief resume;
 - photo, i.e., a headshot, of the candidate;
 - send all candidates thank-you letters for running after the TS-SIS Chair has notified candidates of the TS-SIS election results;
- submit a written report detailing the committee's activities to the TS-SIS Chair by June 15;
- report briefly on the committee's activities at the TS-SIS Business Meeting if requested.

Note: Sources of names for consideration as nominees for TS-SIS Offices include the TS-SIS volunteer survey, direct membership solicitation at the AALL annual meeting and via the My Communities platform. Committee members should solicit names of possible candidates from their own experience as well. A good time to ask potential candidates if they will run is before the winter holiday season. The committee should have enough names in case backups are needed if the top choices opt not to seek office.

Professional Development Committee

Charge

The Professional Development Committee plans and implements continuing education activities in various formats to promote technical services-related professional development both during and beyond the AALL annual meeting. The Committee is responsible for facilitating program proposals for the Annual Meeting, as well as for ongoing educational opportunities throughout the year, such as webinars, round tables, and discussion groups. The needs of the SIS may vary by year and the committee should be flexible in offering programming in a variety of formats

Membership

The committee consists of volunteers from the membership and a representative from each of the other TS-SIS standing committees (appointed by each committee chair).

The responsibilities of the committee co-chairs are:

- appoint and provide guidance to the activities of the committee;
- call meetings as needed to accomplish the work of the committee; a meeting should be convened at or immediately following the annual meeting to coordinate activities for the coming year;
- encourage submission of an AALL/Bloomberg Continuing Education Grant proposal during the year; if awarded, serve as grant coordinator, or delegate these duties to another committee member;
- submit written reports of committee's activities to the TS-SIS Chair each year by June 15;
- maintain committee files and documents in the Committee's My Communities library.

Other Positions and Activities

My Communities Manager

The TS-SIS online discussion forum, known as My Communities, provides a way for members to communicate with each other frequently, widely, and quickly.

AALL maintains the online discussion forum for TS-SIS. General information about subscribing, posting, etc. is maintained at the AALL website (<https://community.aallnet.org/codeconduct>). For example, the forum is available to members only. The list is "auto-populated" once a year (meaning that all TS-SIS members who have supplied an email address to AALL will be automatically subscribed to the list). Advertisements or promotions of any non-AALL sponsored program, service or product may be posted to the forum only once.

The Vice-chair appoints a TS-SIS member to serve as My Communities Manager for a two-year, renewable term. The manager assists with maintaining accurate membership and access to the My Communities forums for all the Section's committees, working groups, and roundtables.

The responsibilities of the My Communities Manager are:

- create My Communities as requested by chairs;
- add participants to "close" My Communities as requested;
- advise subscribers who have questions or problems regarding use of the online discussion forum;
- maintain filters that prevent non-members from posting;
- resolve problems that may occur because of the annual auto-population of subscribers;
- contact the appropriate personnel at AALL headquarters as needed;
- communicate with the TS-SIS Executive Board about issues or policies regarding the forum;
- report briefly on the online discussion forum at the TS-SIS business meeting if requested;
- submit a written report to the TS-SIS Chair detailing the manager's activities according to the deadline set by the Chair each year.

LSRD/TS Funding Research Opportunities Grant (FROG) Committee

Since 1997 LSRD-SIS and TS-SIS have joined together to provide funding for grants for technical services law librarians to perform research that will enhance law librarianship. Six (6) members comprise the FROG Committee: the chair, a representative-at-large, two representatives from LSRD-SIS, and two representatives from TS-SIS. Each representative serves for two years. Representatives are appointed in alternate years so that terms are staggered. The chair is appointed in odd-numbered years by the LSRD-SIS and TS-SIS chairs, in consultation with one another. The chair must be a member of both sections. The representative-at-large must be a member of AALL and need not be a member of TS or LSRD and is selected during the first year of the FROG chair's appointment and serves a two-year term.

The responsibilities of the committee chair are:

- follow the guidelines and procedures on the LSRD-SIS FROG Committee Information website;
- consult with the executive boards of LSRD-SIS and TS-SIS to determine the actual amount of funds to be made available for research grants each year;

- promote the research grants program through notices to the LSRD-SIS and TS-SIS online discussions lists at least twice a year, notices in *TSLL* at least once a year, and a permanent presence on the LSRD-SIS and TS-SIS websites;
- maintain and revise the grant application form, as needed;
- follow up with grant recipients to see that the required reports are filed, and that goals of the grant have been achieved;
- submit a written report to both the LSRD-SIS and TS-SIS chairs detailing the committee's activities according to the deadline set by the chairs each year;
- report briefly on the committee's activities at the LSRD-SIS and TS-SIS business meetings if requested.

Liaisons

TS-SIS supports liaisons to other law- and library-related associations in order to provide input to the larger library community on policy and standards development, promote librarianship, increase the usefulness of law libraries, cultivate the science of law librarianship, and develop connections with groups sharing similar interests.

- ALA Core (formerly ALCTS) Cataloging and Metadata Management Section (CaMMS) Committee on Cataloging: Description and Access
- ALA Core (formerly ALCTS) CaMMS Subject Analysis Committee
- Library of Congress/MARC Advisory Committee

The liaisons are recommended jointly by TS-SIS and LSRD-SIS Chairs to the SIS Council when positions become open. Terms are usually for three years, beginning in the fall. The process for selecting and overseeing liaisons is currently under review.

The responsibilities of the liaisons are:

- represent interests of the law library community in policy and standards development;
- submit written annual reports for *TSLL*;
- arrange to have their reports posted on the [TS-SIS website](#);
- present brief oral summaries of activities, as requested, at TS-SIS Executive Board and business meetings and at the meeting of the TS-SIS committee most closely related to their subject.

Roundtables

Each Standing Committee chair may convene roundtables on specific topics. Roundtables are not decision-making bodies but simply meet to discuss issues of current interest. The topic(s) may be open-ended, or announced in advance by the roundtable facilitator, or the chair of a standing committee might request that a certain topic be discussed, especially if a complicated issue was not resolved during that standing committee's allotted meeting time.

Roundtable facilitators serve one-year, renewable terms. Alternatively, a standing committee chair may choose to act as facilitator for a roundtable associated with that committee.

Roundtables that have met in the past include:

- Acquisitions Roundtable
- Cataloging & Classification Roundtable
- Heads of Cataloging in Large Libraries Roundtable
- Heads of Technical Services Roundtable
- Management Issues Roundtable
- New Law Catalogers Roundtable
- Preservation and Binding Roundtable
- Working Parents Roundtable
- Web Site Advisory Roundtable

The responsibilities of the facilitators are:

- contact TS-SIS members who attended previous roundtables, to solicit ideas for discussion;
- promote the roundtable through *TSLL* and the Technical Services SIS My Communities;
- work closely with the chair of the standing committee that has similar interests, to provide input and feedback, or continue unfinished business of that committee;
- take attendance at the meeting of the roundtable and moderate the discussion;
- take notes about possible ideas and volunteers for TS-SIS projects or educational programs and communicate these to the appropriate TS-SIS officers.

TSLL Editorial Board

Technical Services Law Librarian (TSLL) is produced jointly with LSRD-SIS. A new issue is posted quarterly on the [TS-SIS website](#). Archives are located on the [Technical Services Law Librarian webpage](#).

Two representatives from TS-SIS serve on the *TSLL* Editorial Board and are appointed by the TS-SIS Vice-chair/Chair-elect in consultation with the TS-SIS Executive Board in alternating years.

The responsibilities of the representatives are:

- attend the *TSLL* Editorial Board meeting held in conjunction with the AALL Annual Meeting;
- see [TSLL Structure and Policies](#) for additional responsibilities, policies, and procedures.

Website Coordinator

The TS-SIS website is an essential resource for disseminating information about the section in a widely accessible and timely manner. TS-SIS maintains its website on the AALL site.

The responsibilities of the coordinator are:

- follow [AALL association policies](#) for general communication, web linking and social media;
- coordinate with officers and committee chairs regarding website additions, revisions, and deletions;
- attend any other events for website coordinators held during the AALL annual meeting;
- communicate with the TS-SIS Executive Board about issues or policies regarding the website;

- submit an annual report summarizing activity on the website to the TS-SIS Chair each year by June 15.

General policies and procedures:

- Provide new or revised content to the website coordinator in electronic format.
- Whenever possible, notify the website coordinator in advance when adding time-critical content to the website.
- The content of the website shall include names and contact information of current TS-SIS officers and chairs; TS-SIS *Bylaws* and *Handbook*; announcements (e.g., awards, elections, meeting schedules); reports (e.g., liaisons' reports, strategic plans); links to *TSLL*; link to the AALL website.
- The TS-SIS Executive Board must approve any change in the scope of the website, which would also consider whether the change requires more than one website coordinator.

Appendices (Related Documents)

I. *TS-SIS Bylaws (June 23, 2021)*

ARTICLE I. NAME

The name of this special interest section of the American Association of Law Libraries (hereafter, the Association) shall be the Technical Services Special Interest Section (TS-SIS or hereafter, the Section).

ARTICLE II. OBJECT

- **Section 1.** The Section seeks to promote the communication of ideas and research interests central to technical services in law libraries, including the acquisition and development of collections, metadata creation and management, and issues related to the preservation and conservation of both tangible and intangible resources.
- **Section 2.** The Section shall conduct its affairs in conformity with the Bylaws of the Association.

ARTICLE III. MEMBERSHIP

Membership shall be open to any Association member requesting affiliation with the Section as provided in the Bylaws of the Association. Membership shall be renewable each year.

ARTICLE IV. OFFICERS

- **Section 1. *Officers.*** The officers shall consist of a Chair, a Vice-chair/Chair-elect, a Past-chair, a Secretary/Treasurer and two (2) Members-at-Large.
- **Section 2. *Duties of Officers.*** These officers shall perform the duties as specified in the current version of the Section's Handbook.
- **Section 3. *Terms of Office.*** The Vice-chair/Chair elect shall serve a three-year term, the first year as Vice-chair, the second year as chair, and the third year as Past chair. A new Vice-chair/Chair-elect shall be elected each year. The Secretary/Treasurer shall serve a two-year term and shall be elected every other 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 from the adjournment of the annual meeting of the Association until the adjournment of the subsequent annual meeting of the Association.
- **Section 4. *Nominations and Elections.***
 - (a) The nominating committee shall nominate at least two candidates for each office from committee recommendations and nominations, including self-nominations, solicited from the entire membership of the Section.
 - (b) All candidates must be members of the 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 inform members of the nominations by the deadline specified in the Handbook of the Section.

(d) The Secretary/Treasurer shall provide a copy of the official ballot to each member of the Section. All ballots must be returned to the Secretary/Treasurer by the deadline specified in the Handbook of the Section. The candidates receiving the largest number of votes shall be elected. All candidates shall be notified of the results of the election at the earliest possible time. Election results will be reported to the full membership no later than the annual business meeting.

(e) 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 annual meeting of the Association.

(f) In case of a tie vote, a run-off election shall be held by distribution of a special secret ballot at the earliest possible date. The candidate with the largest number of votes shall be declared elected.

(g) All vacancies in offices shall be filled by the Executive Board 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 business meeting of the Section held in person during the annual meeting of the Association, or through other means no more than six weeks prior to the annual meeting of the Association. Business meetings of the Section shall be open to all members of the Association, but no person who is not a member of the Section may vote in any meeting.
- **Section 2. Quorum.** Unless otherwise provided, a quorum shall consist of thirty (30) members.

ARTICLE VI. EXECUTIVE BOARD

- **Section 1. Membership.** There shall be an Executive Board consisting of the officers named above and the chairs of standing committees.
- **Section 2. Duties.** The Executive Board shall conduct the business of the Section during the period between annual Section business meetings provided that none of its acts conflict with the Bylaws of the Association.
- **Section 3. Meetings.** The Executive Board shall meet during the annual meeting of the Association.
- **Section 4. Quorum.** A majority of the Executive Board members constitute a quorum at any meeting of the Executive Board.

ARTICLE VII. COMMITTEES

- **Section 1.** There shall be such standing committees, administrative committees, or special committees as the Executive Board shall create, or shall be created by a majority vote of the membership at any official meeting of the Section. Members of these committees must be members of the Section. Unless otherwise provided, committee chairs shall be appointed by the Vice-chair/Chair-elect and must be approved by the Executive Board of the Section.
- **Section 2. *Nominating Committee.*** There shall be a nominating committee appointed by the Executive Board, to consist of three (3) members in good standing of the Section. None of these three (3) shall be a member of the Executive Board, and none of these three (3) shall be a candidate for office at the succeeding election. Each member of the committee shall serve for a term of one year. The chair of the committee shall be designated by the Executive Board.

ARTICLE VIII. AMENDMENTS

- **Section 1.** Any proposed changes to the bylaws of the Section must be sent to the Bylaws and Resolutions Committee of the Association for preliminary review and approval. Upon approval, the proposed amendments will be filed with the Secretary/Treasurer of the Section, who will distribute them to the membership of the Section by electronic means at least 30 days prior to any vote on adoption.
- **Section 2.** Proposed amendments will be submitted to a vote of the membership of the Section. The vote may be conducted at the annual business meeting of the Section or by a mail or electronic ballot conducted by the Secretary/Treasurer of the Section. If a majority of the votes cast favor the amendments, then the amendments shall stand adopted.
- **Section 3.** If adopted, the Bylaws and Handbook Committee of the Section will submit the revised bylaws to the Bylaws and Resolutions Committee of the Association.

Revisions note

- Bylaws revised, July 26, 2009, primarily to bring TS-SIS Bylaws into conformance with the AALL Model SIS Bylaws.
- Article IV, Section 4 and Article VII, Section 1 revised June 2012.
- Bylaws revised, July 18, 2016, to change procedures in event of a tie vote (Article IV, Section 4 (f)), clarify the use of electronic balloting to vote on bylaw amendments (Article VIII), simplify references to the Section and Association, clarify that the terms of office begin and end at the adjournment of Association's annual meeting, expand procedures for calls for nominations, move section on Nominating Committee from Article IV to Article VII, deleted Article VIII on Parliamentary Authority as redundant.
- Bylaws revised June 19, 2018, to clarify language by removing possessive nouns and more consistently referring to TS-SIS as the Section and AALL as the Association; clarify that the majority referenced in Article VI, Section 4 pertains only to Executive Board meetings, not Section business meetings; and to allow for votes on changes to the Bylaws to occur at any official meeting of the TS-SIS membership instead of exclusively at the Annual Business Meeting (Article VII, Section 1).

- Bylaws revised June 23, 2021, to update the Section's object to incorporate the focus of the updated Standing Committees; clarify the version of the handbook that details officers' responsibilities; allow for a TS-SIS Business Meeting format outside of the Association's Annual Meeting and clarify language about the process of updating the Bylaws.

II. Policy on Expenditures

In order to ensure a balanced budget and adequate funds for necessary activities, the Technical Services SIS adopts the following policy:

TS-SIS Chair

The Chair may approve any expenditures deemed necessary that do not exceed \$500. All approvals made by the Chair should be communicated to the Secretary/Treasurer. If the anticipated expense exceeds \$500, approval by a majority of the TS officers is required with notification to the full Board.

Scholarships

The Executive Board establishes the amount of scholarship money available by September 1 of each year.

Policy on Funding Travel Requests

To respond equitably to any requests made to TS-SIS for funding to attend professional meetings, the following policy is adopted:

- **AALL/TS-SIS Members.** Apart from the I Grants program (see Awards Committee), the TS-SIS will not fund the expenses incurred by members in participating in AALL Annual Meetings, institutes, workshops, or other functions nor the costs of attending similar meetings of other professional associations. An exception to this policy may be made if the member is a scheduled speaker at an educational program, workshop or institute sponsored by AALL,
 - and the AALL Continuing Professional Education Committee cannot provide funding;
 - and the member's parent institution cannot provide funding;
 - and the TS-SIS Executive Board determines the member's participation is significant enough to underwrite some or all of the expenses.

- **Non-AALL Members.** TS-SIS will not fund the expenses incurred by non-AALL members in attending AALL events. An exception to this policy may be made if the member is a scheduled speaker at an AALL educational event,
 - and the AALL Continuing Professional Education Committee cannot provide funding,
 - and the TS-SIS Executive Board determines the individual's participation is significant enough to underwrite some or all of the expenses.

- **ALA Liaisons - Section to be developed by TS Treasurer, MPSAG Chairs, and others. To be approved by the TS-SIS Executive Board.**

III. Renee D. Chapman Memorial Award for Outstanding Contributions in Technical Services Law Librarianship

1. DEFINITION AND CRITERIA.

Presented to an individual or group in recognition of extended and sustained distinguished service to technical services law librarianship and to AALL. Honorees may be recognized for achievement in a particular area of technical services, for outstanding contributions to TS professional literature, or for service to the Association. Contributions should support general bibliographic functions, but not be limited to acquisitions, cataloging and classification, materials processing, preservation, automation, or technical services administration. Nominees' achievements may include, for example, the publishing, presenting, or sharing of innovative techniques or research, analysis, or commentary; or developing software, hardware, or other mechanisms that significantly enhance access to law library materials and collections. Service contributions to, or on behalf of, the Association, may include, but are not limited to, committee work, ad hoc Section projects, newsletter editor, or liaison service.

2. PROCEDURES FOR SUBMITTING NOMINATIONS.

Any member of AALL may submit the names of persons for consideration to the chair of the TS-SIS Awards Committee. Nominations must include the candidate's full name, title and current firm, company or institution name, and email and institution address; or, if retired, name and last previous place of work and home address.

Someone other than the nominee must sign the letter of nomination. The letter should accompany a list of projects, programs, or publications of the nominee and should describe the nominee's work with respect to qualification for the Award. A resume including a list of projects, programs, or publications of the nominee is to accompany the letter. Additional letters of recommendation are encouraged.

3. DEADLINE FOR NOMINATION.

The deadline for nominations is February 1.

4. FREQUENCY AND NUMBER OF AWARD.

One award may be presented annually. The individual providing the nomination should consult the list of past recipients before submitting a nomination because this award is given only once to a nominee. There is no requirement that an award be given each year.

5. JURY.

The TS-SIS Awards Committee serves as the jury.

6. SELECTION & VOTING PROCEDURES.

In selecting the award recipient, the committee will consider how and to what extent each contribution extends the theoretical foundations or practical elements of the bibliographic control of and access to legal materials within and throughout law libraries regardless of library type or size. The committee will consider to what extent the service contributes to, or on behalf of, TS-SIS further the mission of the Association and the Section.

Each candidate nominated for the award will be considered individually and confidentially and will be judged according to the criteria noted above. To ensure confidentiality, contact with members of the SIS other than the nominating party and the committee members should be avoided.

The committee chair will provide each committee member with the list of candidates and access to all materials submitted in the nomination process. The chair will engage in discussion with the committee members to determine if any of the candidates should receive the award. The final vote on the award will be conducted by ballot, with each committee member having one vote. A candidate must receive a majority of the votes in order to be designated as the award recipient. If no candidate receives a majority of the committee votes, no award shall be given.

Voting will be completed by April 1.

7. AWARD.

The Awards Committee chair will make arrangements for AALL headquarters to order an appropriate plaque for the recipient and will take possession of the plaque before the TS-SIS business meeting.

8. ANNOUNCEMENT AND PRESENTATION OF THE AWARD.

The Awards Committee chair will inform the committee and the TS-SIS chair regarding their award selection, and then by telephone notify the award recipient. In addition, the AALL Awards Committee chair, and AALL headquarters shall be notified of the name of the winner, or of the fact that no award is to be made. Public announcement of the award may be made thirty (30) days later. The award will be presented by the Awards Committee chair during the AALL annual meeting. The award recipient will be listed in the awards brochure distributed at the annual meeting. The chair of the Awards Committee is responsible for publicizing the name and contribution of the recipient in a timely manner through all appropriate channels.

IV. Grants

Purpose

The purpose of the TS-SIS grants program is to provide financial assistance to librarians who might not otherwise be able to attend an AALL-sponsored event due to limited financial resources. Funds are provided by TS-SIS from dues and private contributions and are a benefit of membership in both AALL and TS-SIS.

The amount of each grant will be determined by the Board by September 1 and is to be used toward registration and travel at an AALL-sponsored event. Grant recipients are reimbursed and must provide receipts before receiving any compensation.

1. Annual Meeting Grants for TS-SIS Members

- a. New Member - member of TS-SIS for five (5) or fewer years;
- b. Experienced Member - member of TS-SIS for six (6) or more years;
- c. Active Member - active member of TS-SIS who has participated in TS-SIS and AALL activities (for example, committee chairs, conference speakers, and *TSSL*).

Application Process

Each applicant must submit an application which includes:

- a resume that includes current position and relevant previous positions;
- estimate of expenses for attending the event;
- statement of how much financial support will be provided by the applicant's employer;
- brief statement (200 words maximum) explaining how attendance will help applicant achieve professional goals;
- one (1) reference supporting the application by individuals who are familiar with the applicant's work or the applicant's interest in professional development as a technical services law librarian.

Selection Criteria for Annual Meeting Grants

- Financial need;
- Individuals who have not previously attended an AALL sponsored event;
- Individuals who have not previously received a TS-SIS sponsored grant;
- Members of TS-SIS who have interest in professional development or scholarly activity.

2. Marla Schwartz Grant

The Marla Schwartz grant is a special educational grant intended for newer law librarians and graduate students in library/information studies programs. While an applicant for the Schwartz grant need not be a member of AALL or TS-SIS, the Awards Committee will give preference to those who plan careers in technical services law librarianship. This grant was established to honor Marla's memory and achievements.

Application Process

Each applicant must submit an application which includes:

- a resume that includes current position and relevant previous positions;
- estimate of expenses for attending the event;
- statement of how much financial support will be provided by the applicant's employer;
- expected graduation date (for student applicants);
- brief statement (200 words maximum) explaining how attendance will help the applicant achieve professional goals;
- one (1) reference supporting the application by individuals who are familiar with the applicant's work or the applicant's interest in professional development as a technical services law librarian.

Selection Criteria for Marla Schwartz Grants

- Financial need;
- Individuals who have not previously attended an AALL sponsored event;
- Individuals who have not previously received a TS-SIS sponsored grant;
- New or student members of TS-SIS who have an interest in professional development or scholarly activity;
- Students in library science/information studies programs who may not be a member of either AALL or TS-SIS, but who plan careers in technical services law librarianship.

3. Leadership Academy and Management Institute Grants (offered in alternating years)

Eligibility

Applicants for the Leadership Academy or Management Institute grant must be current members of TS-SIS.

Application Process

Each applicant must submit an application which includes:

- a resume that includes current position and relevant previous positions;
- estimate of expenses for attending the event;
- statement of how much financial support will be provided by the applicant's employer;
- brief statement (200 words maximum) explaining why the applicant is applying for the grant how attendance will help the applicant achieve professional goals;
- one (1) reference supporting the application by individuals who are familiar with the applicant's work or the applicant's interest in professional development as a technical services law librarian.

Selection Criteria

- Financial need
- Documentation of registration for the AALL Management Institute or Leadership Academy

Deadlines

Depending on availability, application deadlines will be announced up to five (5) months prior, or as the Awards Committee determines.

Selection and Notification

The Awards Committee will review the applications and select one or more individuals to receive each type of grant. These individuals will be notified by telephone within a month after applications are due. Announcements will be posted to the TS-SIS "My Communities" discussion list and will be included in *TSLL*.

Responsibilities of Grant Recipients

Each grant recipient is expected to write a report for *TSLL* describing his/her participation in the event for which the grant was awarded. If possible, grant recipients should attend the TS-SIS business meeting.

V. *Calendar*

- Between July 1 and August 1 – Annual Meeting
- August 15- Chair requests sponsorship for the following year’s Annual Meeting, if needed
- September 1- Executive Board sets the amount of scholarship money available for the fiscal year and communicates the budget to the Awards Committee chair.
- September 15- Committee chairs have completed all appointments to their committees, sent copies of the committee rosters to the My Communities Manager, and contacted the Website Coordinator to update the committee roster on the website.
- September/October – TS-SIS Chair prepares agenda items relevant to TS-SIS for the fall AALL board meeting
- October – Program proposals submitted to AALL AMPC
- November-- First Year Member-at-large coordinates and publicizes a give campaign to encourage donations to the Marla Schwartz scholarship fund.
- November -- First Year Member-at-Large confirms with TS-SIS Board how the silent auction will be conducted and includes necessary reservations and arrangements on the AALL Annual Meeting Preliminary Scheduling Form, generally due December 1st.
- By November 1 – Standing committee chairs appoint annual meeting roundtable facilitators
- By November 1 – Awards Committee Chair begins soliciting applications for Leadership Academy or Management Institute.
- November/December – TS-SIS Chair prepares the meeting schedule for all TS-SIS-sponsored activities at the AALL annual meeting
- By December 1 – Awards Committee Chair sends a reminder soliciting nominations for the Renee D. Chapman Memorial Award through TSLL, the TS-SIS electronic discussion forum, and other appropriate means
- January/February (even-numbered years) – Vice-chair/Chair-elect, in conjunction with the Second Year Member-at-Large, prepares and distributes the biennial membership survey, compiles survey responses, and shares results with the Executive Board
- By January 15 – Awards Committee Chair sends a final reminder soliciting nominations for the Renee D. Chapman Memorial Award through TSLL, the TS-SIS electronic discussion forum, and other appropriate means
- By January 15 – Nominating Committee Chair obtains written acceptances from all candidates
- By January 15 – Nominating Committee Chair submits slate of candidates, together with written acceptances, to TS-SIS Chair
- By February 1 – Nominations for Renee Chapman Memorial Award must be submitted to Awards Committee Chair
- By February 1 – TS-SIS Chair announces Nominating Committee's slate of candidates and call for nominations by petition to membership
- February/March – TS-SIS Chair prepares agenda items relevant to TS-SIS for the spring AALL board meeting, including recommendations for appointments of official representatives
- March- First Year member-at-Large initializes the blog site and finalizes the upcoming auction timeline
- By March 1 (even-numbered years) – Vice-chair/Chair-elect disseminates biennial membership survey responses to TS-SIS officers, committee chairs, and others as appropriate
- By March 15 – Nominations by petition, along with written acceptances, filed with Secretary/Treasurer

- By March 15 – Nominating Committee Chair forwards ballot information to Secretary/Treasurer
- March/April – Applications for grants supporting attendance to the AALL annual meeting are due
- April 1 – No sooner than April 1, ballots are available, and Secretary/Treasurer notifies members that voting is open, and explains how and where to vote in the election
- By April 1 – Awards Committee completes voting for Renee Chapman Award. Public announcement of the award may be made 30 days later
- By May 1 – Election should be completed
- By May 8 – TS-SIS Chair notifies all candidates of TS-SIS election results via phone
- By May 15 – TS-SIS Chair announces TS-SIS election results to the membership and to AALL via email, the TS-SIS website, and TSLI
- By May 15 – Nominating Committee Chair sends thank-you letters to all candidates
- Mid-May/early June -- First Year Member-at-large sends email to the TS-SIS listserv asking for donations and sharing instructions for making donations. Sends a companion announcement to the TSLI Editor for publication in the next issue of TSLI
- By June 1 – List of appointment candidates for administrative committee chairs, AALL official representatives, standing committee chairs, and other positions presented to the TS-SIS Executive Board
- By June 15 – Written annual reports to TS-SIS Chair due from Executive Board members and committee chairs

VI. *Officer Election Calendar*

- By January 15 – Nominating Committee Chair obtains written acceptances from all candidates
- By January 15 – Nominating Committee Chair submits slate of candidates, together with written acceptances, to TS-SIS Chair
- By February 1 – TS-SIS Chair announces Nominating Committee's slate of candidates and call for nominations by petition to membership
- By March 15 – Nominating Committee Chair send nominations by petition, along with written acceptances, filed with Secretary/Treasurer
- By March 15 – Nominating Committee Chair forwards ballot information to Secretary/Treasurer
- April 1 – Member voting commences no sooner than April 1
- April – Secretary/Treasurer notifies members that voting is open, and explains how and where to vote in the election
- May 1 – Election completed by this date