12-20-1991

Letter to SEAALL President regarding the AALL Strategic Plan, December 20, 1991

Carol Billings

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TO: Committee Chairs
Chapter Presidents
Chapter Presidents-Elect
SIS Chairs
Official Representatives
Chair, SIS Council
Chair, Council of Chapter Presidents

FROM: Carol Billings, Chair, Long Range Planning Committee

DATE: December 20, 1991

Dear Colleagues:

Only a few days remain until Father Time ushers in Baby '92. Alas, for all of you in AALL leadership positions, that means it's time to take stock of the accomplishments of the first half of your 91-92 term, and to map out the remaining six months.

The AALL Strategic Plan, 1990-94 adopted last year and its corollary, the 1991-92 Operating Plan, provide us with the mechanism for undertaking specific strategies in order to attain our objectives and goals. An essential part of the on-going planning process is the regular assessment of our progress toward these goals. One of the obligations of your leadership position is the submission of a mid-year report describing your accomplishments thus far and your plans for the remainder of AALL's 91-92 year.

To assist you in completing the enclosed evaluation form, the Long Range Planning Committee and Headquarters' staff have included various lists of the specific strategies from the Strategic Plan and the Operating Plan that fall within your realm of responsibility. We also ask you to offer your thoughts for the 1992-93 Operating Plan. Please complete your report and return it to AALL Headquarters by February 1, 1992. If you have questions, feel free to call either a member of the Long Range Planning Committee or your Executive Board Liaison. Within a few weeks a Board member will call to remind you of the deadline.

The Long Range Planning Committee of course welcomes any comments that you may have relating to both the Strategic Plan and the 1991-92 Operating Plan. We are grateful to you for your contribution to the success of our continuing planning efforts.

Best wishes for the New Year!

The Long Range Planning Committee
Carol Billings, Chair
Carolyn Ahearn
Martha Brown
Claire Engeln
Mark Estes
Judy Genesen
James Hambleton
1991-92 OPERATING PLAN
Council of Chapter Presidents, and Chapters

GOAL I.
1. Discuss offering free annual meeting registrations to Chapters
2. Encourage Chapters to forward speaker information and suggestions to the Director of Programs
3. Encourage chapters to participate in Chapter Visit Program

GOAL II.
1. Encourage Chapters to assist non-law facilities to provide public access to legal materials

GOAL III.
1. Focus on the SEALL 1990-91 activities as a model for other chapters.

GOAL IV.
1. Help integrate public relations and promotional activities into the functions of individual chapters by including information and advice during Council training sessions.
2. Facilitate chapter efforts to encourage AALL members to submit articles for publication in non-AALL publications.
3. Encourage chapters to seek relationships, exchange of speakers, etc., with all state library associations.
4. Encourage chapter presidents at training sessions to invite leaders of related associations to speak at chapter educational events.
5. Encourage chapter placement officers to establish relationships with local bar associations, court and legal administrators' associations.

GOAL V.
1. Determine what's happening at Chapter level to enhance minority recruitment, and keep Minorities Committee informed.
### Goal I: To Support the Professional Development of Law Librarians

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Responsibility</th>
<th>Resources Needed</th>
<th>Required $ not yet budgeted</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective: C. Provide expanded opportunities for professional development of law librarians</td>
<td>Chair, SIS Council; Chair, Council of Chapter Presidents; Director of Programs</td>
<td>volunteer time; staff time</td>
<td></td>
<td>1990-94</td>
</tr>
<tr>
<td>2. Continue to provide and expand the opportunities for AALL leaders to share expertise through the Council's activities and through leadership training programs provided by the Association.</td>
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<td></td>
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</tbody>
</table>

### Goal II: To Improve the Quality of Law Libraries and Legal Collections

<table>
<thead>
<tr>
<th>Objective: A. Improve access to legal and government information</th>
<th>Legal Information Services to the Public SIS; State, Court and County SIS; Council of Chapter Presidents</th>
<th>volunteer time</th>
<th>1990-94</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Assist non-law librarians in developing and using basic legal collections.</td>
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</table>

### Goal III: To Encourage Qualified Individuals to Enter and Remain in the Profession of Law Librarianship

<table>
<thead>
<tr>
<th>Objective: A. Strengthen library school curricula to support educational needs of future law librarians</th>
<th>President; Charters; Executive Director; Director of Programs; Recruitment Committee; Council of Chapter Presidents; Director of Programs</th>
<th>volunteer time; staff time</th>
<th>1990-94</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Participate in ALISE programs and activities and encourage ALISE members to participate in AALL national and local activities.</td>
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<tr>
<td>3. Aim to have a legal research or law librarianship course taught in every accredited library school in the United States and Canada.</td>
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<tr>
<td>6. Encourage law libraries to participate as sites for library school traineeships, internships, and fellowship programs.</td>
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</tbody>
</table>

### Goal IV: To Enhance the Statute of Law Librarians and Law Librarianship

<table>
<thead>
<tr>
<th>Objective: A. Promote the services, products and activities of law librarians</th>
<th>Director of Programs; Chair, Council of Chapter Presidents</th>
<th>staff time</th>
<th>1991-92</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Incorporate presentations and materials on the promotion of law libraries and law librarianship into training sessions and Headquarters services aimed at chapter leaders.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Encourage law librarians to write articles on law libraries and law librarianship for publication in non-AALL publications.</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
NAME OF GROUP/POSITION: Southeastern Chapter of AALL (SEAALL)

PERSON FILLING OUT FORM: Name Mary F. Cross
Title/Position President
Phone and Fax Numbers (305) 789-3251 (305) 789-3395

List separately each strategy for which the group/position has a responsibility. Under each strategy, list achievements which have been completed, or which are expected to be completed by the Annual Meeting. (Attach additional sheets as needed.)

GOAL I

2. The very successful 1991 Copyright Institute program was submitted and accepted as a program for the 1992 AALL meeting. A 1991 annual program, "Discussion with a Library School", was proposed as a 1992 AALL meeting by the SEAALL and VALL Chapters. Unfortunately, our program idea was not accepted but another very similar proposal was selected from another sponsor. I suggested to Jean Holcomb (VALL) that the names of the SEAALL speakers be forwarded to the winning proposal in case additional speakers are needed.

3. Every year the SEAALL Chapter requests a visit by a member of the Executive Board. We consider this an opportunity to get a closer look at the workings of the Executive Board. Robert Oakley has accepted our invitation to attend our annual meeting at Callaway Gardens in April.

GOAL II

1. Periodically our Publications Committee undertakes the onerous task of updating our State Publications Bibliographies for the various states in our chapter. This year several committee members are working on their respective states for publication in our newsletter.
AMERICAN ASSOCIATION OF LAW LIBRARIES
MID-YEAR REPORT/EVALUATION FORM
1990-94 Strategic Plan/1991-92 Operating Plan

NAME OF GROUP/POSITION: (One person to fill out this form.)
Southeastern Chapter of AALL (SEAALL)

PERSON FILLING OUT FORM: Name  Mary F. Cross
Title/Position  President
Phone and Fax Numbers  (305) 789-3251 (305) 789-3395

List separately each strategy for which the group/position has a responsibility. Under each strategy, list achievements which have been completed, or which are expected to be completed by the Annual Meeting. (Attach additional sheets as needed.)

GOAL IV

1. Our Publicity/Public Relations Committee has sent information packets regarding our chapter to the various library schools in our region. The Placement Committee also sends job announcements to them. The Placement Committee purchased the AALL Monthly Placement Announcement so it could keep the membership better informed. The library schools will also receive information on our annual meeting in April.

2. Since our annual meeting will be about 70 miles from Atlanta, the local arrangements committee will be sending registration information to the Georgia State Bar Assn., the Georgia State Library, the local SLA Chapter and several other related professional associations.

3. This year's Institute, which precedes the annual meeting, is a modified version of the 1991 AALL Middle Management Institute. The Atlanta Chapter will be responsible for the Institute. The Atlanta Chapter and the SEAALL Chapter will be having a joint meeting.

GOAL V

1. Our Scholarship Committee has set aside money for one minority scholarship. This does not preclude any minority member from applying for the regular scholarship money. For the past several years our chapter has awarded a total of $3,000 in scholarships.
To assist your successor, examine the Strategic Plan, as published in the December, 1990 Newsletter, and indicate any future plans which your group/position has contemplated as related to the Plan. Please specify the Goal and Objective under which each strategy you discuss would be placed. (Attach additional sheets as needed.)

GOAL III. Objective B:

1. Scholarship Committee has discussed creating a student category to target library school students for a career in law librarianship.

GOAL III. Objective A:

1. Increase our contacts with the library school Dean's and those professors who teach special librarianship or legal bibliography to make them more aware of AALL.

GOAL I. Objective B:

1. Membership Directory was recently updated after several years. Develop system so Publications Committee can continue to keep it current and publish Directory on a regular schedule.
NAME OF GROUP/POSITION: (One person to fill out this form.) Date: ____________

PERSON FILLING OUT FORM: Name__________________________________________

Title/Position____________________________________________________________

Phone and Fax Numbers____________________________________________________

List separately each strategy for which the group/position has a responsibility. Under each strategy, list achievements which have been completed, or which are expected to be completed by the Annual Meeting. (Attach additional sheets as needed.)

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