

TABLE OF CONTENTS

CHAPTER 1

Strategic Planning

§ 1.01	Introduction	1-2
§ 1.02	Understanding Strategic Planning	1-6
§ 1.03	Ensuring a Flexible Strategic Plan	1-11
	[1] Engaging the Strategic Planning Team	1-12
	[2] Enabling the Strategic Planning Team to Be Effective	1-18
	[a] Time Frame	1-18
	[b] Budget	1-20
	[c] Making Non-Team Members Part of the Process	1-21
	[d] Meeting Space	1-21
	[3] Consultants	1-22
	[4] Sample Strategic Planning Timeline	1-22
§ 1.04	The Strategic Planning Process	1-25
	[1] Mission, Vision and Values	1-25
	[a] Sample Mission and Vision Statements	1-32
	[2] Environmental Scan for Strategic Priorities and Objectives	1-37
	[a] Background Documents	1-41
	[b] Data Collection: Eliciting Patron Input	1-44
	[i] Focus Groups	1-45
	[ii] Surveys/Questionnaires	1-48
	[c] SWOT Analysis	1-49
	[3] Goals, Objectives, Strategies, Executions and Tactics	1-53
	[a] Goals	1-53
	[b] Objectives	1-59
	[c] Strategies	1-64

LEGAL RESEARCH

	[d] Executions or Action Items	1-70
	[e] Tactics	1-71
§ 1.05	Presentation of the Plan	1-74
§ 1.06	Ongoing Monitoring, Evaluating and Revising of the Plan	1-77
§ 1.07	Preventing Plan Failure	1-79
§ 1.08	The Balanced Scorecard in the Strategic Plan Implementation	1-81
§ 1.09	Appendix: Sample Strategic Plans	1-92
	[1] University of Montana School of Law, William J. Jameson Law Library Strategic Plan	1-92
	[2] Yale Law School, Lillian Goldman Law Library Strategic Plan	1-95
	[3] Minnesota State Law Library Strategic Plan FY18-FY20	1-97
	[4] A Strategic Plan for the Connecticut Judicial Branch Law Library Services Unit 2015-2020	1-105
§ 1.10	Recommended Resources	1-122

CHAPTER 2**Managing Financial Resources**

§ 2.01	Introduction	2-2
	[1] Understanding the Cost of Legal Information	2-3
§ 2.02	Creating a Budget	2-11
	[1] Accounting Basics	2-12
	[2] Types of Budgets	2-15
	[a] Line-Item Budget	2-15
	[b] Lump-Sum Budget	2-16
	[c] Formula Budget	2-17
	[d] Program Budget	2-17
	[e] Performance Budget	2-18
	[f] Zero-Based Budget	2-18.1
	[3] Financial Forecasting and the Budgeting Process	2-18.1
	[a] Define Assumptions	2-18.2
	[b] Gather Information	2-18.3
	[c] Preliminary/Exploratory Analysis	2-18.5
	[d] Select Methods of Forecasting	2-18.5
	[e] Implement Methods	2-18.6

TABLE OF CONTENTS

v

	[f] Use Forecasts	2-18.6
	[4] Sample Budget Calendar	2-18.9
§ 2.03	Managing the Finances of the Academic Law Library	2-19
	[1] Alternative Sources of Funding	2-29
	[a] Fundraising	2-29
	[i] Development Plans	2-32
	[ii] Solicitation Methods	2-35
	[iii] Donors	2-37
	[iv] Library Policies for Gifts-in-Kind	2-39
	[v] Additional Resources	2-45
	[vi] Glossary	2-46
	[2] Grants	2-47
	[a] Grant Resources	2-49
	[i] Databases and Online Indexes	2-49
	[ii] Directories	2-50
	[iii] Online Funding Newsletters	2-50
	[iv] Affinity Groups	2-50
	[v] Grant Proposal Writing Resources	2-51
	[vi] Grant Proposal Writing Monographs	2-51
	[vii] Web Resources	2-52
	[3] Crowdfunding	2-52
	[a] Crowdfunding Webpages	2-54
	[b] Books, Articles, and Blog Postings	2-55
	[4] Revenue Raising Initiatives	2-55
§ 2.04	Managing Private Law Library Finances	2-57
	[1] Cost Recovery for Online Legal Research	2-58

CHAPTER 3

Collection Development

§ 3.01	Introduction	3-6
	[1] Demand Driven Collection Development	3-11
	[2] Technical Services Staff Time Considerations in Collection Development	3-16
	[3] Inter-Library Loan Considerations	3-16.3
	[4] Unique Issues in Law Firms	3-16.4

LEGAL RESEARCH

§ 3.02	Elements of a Collection Development Plan	3-17
	[1] Mission	3-18
	[a] Academic Law Library	3-19
	[b] County Law Library	3-21
	[2] Policy Introduction	3-22
	[a] Purpose Statement	3-22
	[b] Description of Institution and Clientele	3-22.3
	[c] External Standards	3-22.6
	[d] Depository Status	3-22.9
	[i] Generally	3-22.9
	[ii] All or Mostly Online Federal Depository Libraries	3-22.10
	[e] Intellectual Freedom and Copyright Compliance	3-22.11
	[3] Overview of the Collection	3-22.12
	[a] Special Collections	3-25
	[b] Collection Locations	3-26
	[c] Branch, Satellite and Special Libraries	3-28
	[d] Electronic Resources	3-29
	[4] Cooperative Collection Development	3-30.3
	[5] Selection Guidelines	3-30.5
	[a] The Conspectus Approach	3-34
	[b] Selection Responsibilities, Tools, Process and Criteria	3-43
	[c] Format Criteria	3-48
	[d] Duplications	3-50
	[e] Limitations or Exclusions	3-50
	[f] Resource Allocation	3-52
	[6] Retention and Weeding	3-52
	[7] Policy Review	3-54.2
§ 3.02A	Managing Contracts and License Agreements	3-54.4
§ 3.03	Appendix	3-55
	[1] Collection Development Policy— Private Academic Law Library	3-55
	[a] Introduction	3-55
	[b] Overview of the Collection	3-56
	[c] General Policy Guidelines	3-57
	[i] Collection Level	3-57
	[ii] Criteria Used for Determining Collection Intensity Level	3-59
	[iii] Selection Process	3-60
	[iv] Selection Criteria	3-60
	[v] Collection Locations	3-60

TABLE OF CONTENTS

vii

	[vi] Format Criteria	3-62
	[vii] Duplication	3-62
	[viii] Depository Status	3-62
	[ix] Jurisdiction	3-62
	[x] Language	3-63
	[xi] Cooperative and Interlibrary Loan Agreements	3-63
	[xii] Weeding and Retention Policies	3-63
	[xiii] Faculty Spending Accounts	3-63
	[xiv] Gift Policy	3-64
[d]	Categories and Types of Materials Selected	3-64
	[i] Federal Materials	3-64
	[ii] State Materials	3-65
	[iii] Foreign and International Law	3-65
	[iv] United Nations	3-65
	[v] Looseleaf Services and Newsletters	3-66
	[vi] Periodicals	3-66
	[vii] Treatises	3-66
	[viii] Restatements and Uniform or Model Laws	3-66
	[ix] Course Materials and Study Aids	3-67
	[x] Law School and Bar Exams	3-67
	[xi] Audio and Video Tapes	3-67
[e]	Levels of Collecting	3-67
	[i] Comprehensive Level	3-67
	[ii] Research Level	3-68
	[iii] Instructional Support Level	3-68
	[iv] Basic Information Level	3-68
	[v] Out of Scope	3-68
[f]	Harvard Law Library Collection Development Policy	3-68
[2]	Acquisitions Policy—Private Law Library	3-70
	[a] Introduction	3-70
	[b] Selection Criteria	3-71
	[i] Need	3-71
	[ii] Cost	3-71
	[iii] Quality	3-71
	[iv] Duplication	3-72
	[v] Currentness	3-72
	[vi] Availability	3-72

LEGAL RESEARCH

[3]	Law Firm Collection Development Policy	3-72
[4]	Collection Development Policy— County Law Library	3-72.1
[a]	Mission Statement	3-72.1
[b]	Definitions	3-72.1
[c]	Purpose of Collection Development Policy	3-73
[d]	Seattle Library and Kent Library	3-73
[e]	Collection Development Principles	3-73
[i]	Responsibility for Selection	3-73
[ii]	Selection Criteria	3-73
[iii]	Current Materials vs. Retrospective Materials	3-74
[iv]	Selective Supplementation	3-74
[v]	Format Selection	3-74
[vi]	Gifts	3-75
[vii]	Collection Development by Jurisdiction	3-75
[viii]	Collection Development by Subject	3-80
[f]	Weeding and Retention	3-81
[i]	General Weeding Policy and Responsibility for Weeding	3-81
[ii]	General Weeding Guidelines	3-81
[iii]	Specific Retention Guidelines	3-82
[g]	Superseded Policies	3-84
[h]	Review and Revision	3-84
[5]	Collection Development Policy (Partial)— Minnesota State Law Library	3-84
[a]	Policies	3-84
[i]	Introduction	3-84
[ii]	Overview of the Collection	3-85
[b]	General Guidelines	3-86
[i]	Selection of Materials	3-86
[ii]	Principles of Selection	3-86
[iii]	Exclusions	3-87
[iv]	Gifts	3-87
[v]	Interlibrary Loan	3-87
[vi]	Cooperation	3-87
[vii]	Replacements	3-87
[viii]	Duplication	3-87
[ix]	Electronic Resources	3-88
[x]	Preservation	3-88
[xi]	Weeding and Storage	3-88
[xii]	Standards	3-88

TABLE OF CONTENTS

[c]	Special Collection Areas	3-88
	[i] Audiocassettes	3-88
	[ii] Book Exchange	3-89
	[iii] Depository Collections	3-89
	[iv] Government Publications	3-89
	[v] Judicial Archives	3-89
	[vi] Microform Materials	3-89
	[vii] Minnesota Appellate Court Documents	3-90
	[viii] Outreach Services Collection	3-90
	[ix] Reading Lounge	3-90
	[x] Special Collections Room	3-90
	[xi] Videocassettes	3-90
[6]	ABA Standards and Rules of Procedure for Approval of Law Schools 2019-2020	3-91
[6A]	Collection Development Guidelines for Selective Federal Depository Libraries	3-92.3
[7]	Executive Committee Regulations of the Association of American Law Schools	3-103
[8]	Standards for Accredited Law Schools— American Bar Association	3-105
	[a] Standard 606. COLLECTION	3-105
	[b] Overview of Changes to ABA Standard 606	3-107
[9]	County Law Library Standards—American Association of Law Libraries	3-109
[10]	Standards for Appellate Court Libraries and State Law Libraries	3-110
[11]	Weeding and Retention Guidelines— Florida State University Law Library	3-116
	[a] General Collection: Basic Guidelines	3-116
	[b] Cases and Digests	3-116
	[c] Shepard’s Citators	3-117
	[d] Legal Encyclopedias	3-117
	[e] Treatises	3-117
	[f] Directories and Reference Works	3-118
	[g] Newsletters	3-118
	[h] Magazines and Newspapers	3-118
	[i] Periodical Indexes	3-119
	[j] Other Materials	3-119
	[k] Federal Materials: Federal Legislative Materials	3-120
	[l] Federal Cases and Digests	3-120

LEGAL RESEARCH

[m] Federal Administrative Regulations . . .	3-121
[n] Other Federal Materials	3-121
[o] Florida: Florida Legislative Materials. . .	3-121
[p] Florida Cases and Digests.	3-122
[q] Florida Administrative Regulations . . .	3-123
[r] Other Florida Materials	3-123
[s] Other States	3-124
[t] Foreign Materials.	3-124
[12] Weeding and Archives Policy: Pace Law Library	3-124
[a] Weeding Policy	3-124
[b] Archives Policy	3-126
[13] Collection Development Policies on the Web	3-128
[14] Selected Resources	3-129
[a] Articles	3-129
[b] Books	3-130
[c] Websites	3-130

CHAPTER 4

Marketing the Law Library

§ 4.01 Introduction	4-1
[1] Positive Impression Management	4-2
[a] Meeting with Library Patrons and Stakeholders in Person.	4-2.1
[b] Speaking with Library Patrons and Stakeholders on the Phone.	4-2.2
[c] Making a Positive Impression with Library Space	4-2.3
[d] Create Positive and Professional Biographies	4-2.4
§ 4.02 The Marketing Mix.	4-3
§ 4.03 Building a Twenty-First Century Brand Reputation for a Law Library	4-6
[1] Logo and Design Management Branding . . .	4-8.1
§ 4.04 Marketing Tools and Techniques	4-8.3
§ 4.05 Developing a Marketing Plan.	4-13
[1] Marketing Research	4-13
[2] Elements of a Plan.	4-14
§ 4.06 Sample Marketing Plan.	4-16
§ 4.07 Public Relations.	4-20
[1] Press Release	4-21

TABLE OF CONTENTS

xi

[2]	Sample Library Press Releases	4-22
	[a] Personal Public Relations	4-27
[3]	Annual Reports	4-27

CHAPTER 5

Emerging Technologies

§ 5.01	Introduction	5-4.1
§ 5.02	Mobile Technology	5-5
	[1] Ethical Issues	5-6
	[2] Sample Mobile Technology Security Policy	5-7
	[3] Law Libraries and Mobile Devices	5-10
	[a] Mobile-Accessible Library Web Sites . . .	5-10
	[b] Short Message Service	5-12
	[c] Bluetooth	5-12
	[d] Mobile Apps for Lawyers and Law Librarians	5-13
	[e] Connectivity: WiMAX and LTE	5-16
	[4] E-Book Readers and Tablets	5-17
	[a] E-Books in Private Law Libraries . . .	5-18
	[b] E-Books in Academic Law Libraries . . .	5-20
	[c] Libraries Lending Kindles	5-21
	[d] Kindle Circulation Policies	5-21
	[i] Rye Public Library Kindle Circulation Policy	5-21
	[ii] University of Alabama Kindle Circulation Policy	5-22.1
	[iii] Grace Doherty Library Kindle 2 Policy	5-22.2
	[e] Tablets in Legal Research Instruction . . .	5-22.3
§ 5.03	Smart Objects	5-23
	[1] Quick Response Codes	5-23
	[a] Quick Response Codes in Libraries . . .	5-25
	[2] Radio Frequency Identifiers (RFID)	5-26.1
§ 5.04	Augmented Reality	5-31
§ 5.04A	MOOCs in Legal Education	5-32.1
§ 5.04B	Gamification: Game-Based Learning	5-32.3
§ 5.04C	Digital Badges	5-32.7
§ 5.05	Next Generation Catalogs, Library Service Platforms, and Discovery Interfaces	5-33
	[1] Background	5-33

LEGAL RESEARCH

	[2]	Integrated Library System Options	5-37
		[a] In general	5-37
		[b] Library Services Platform Options	5-40
		[c] Open Source Options	5-42
		[d] Collaborative Open Source Library Services Platform Options	5-44
	[3]	Discovery Interfaces	5-44.1
		[a] Discovery Interface Vendors	5-44.2
		[b] Negotiating with ILS Vendors	5-44.6
§ 5.06		Social Media in Libraries	5-45
	[1]	Introduction	5-45
	[2]	Blogs	5-45
		[a] Sample Blog Acceptable Use Policy	5-48
	[3]	RSS	5-49
	[4]	Wikis	5-51
	[5]	IM and Embedded Chat	5-54
	[6]	YouTube	5-56
	[7]	Podcasting	5-58
		[a] Podcasting Policies	5-59
		[b] Uses of Podcasting by Libraries	5-60
	[8]	Flickr	5-61
	[9]	Tagging and Social Bookmarking	5-63
	[10]	Social Networking	5-64
		[a] Sample Social Software Acceptable Use Policy	5-65
		[b] UT Southwestern Library Social Media Policy	5-66
	[11]	Twitter	5-68
		[a] Twitter Applications for Law Libraries	5-71
		[b] Twitter Feeds for Law Librarians	5-72
		[i] Law Libraries and Professional Organizations	5-72
		[ii] Vendors	5-72
		[c] Web Resources on Twitter	5-73
	[12]	Social Media Competencies	5-73
§ 5.07		3D Printing	5-75
§ 5.08		Best Practices in Supporting Distance Learning, Training and Working During the COVID-19 Pandemic and Beyond	5-77
	[1]	Academic Environments	5-77
		[a] Online Programs Challenges	5-78.1
		[b] Examples of How Law Schools Offer Online Programs	5-78.3

TABLE OF CONTENTS

xiii

	[c] Student Interactivity, Community and Engagement	5-78.4
[2]	Law Firm Environments	5-78.5
	[a] How Law Firms Are Handling Summer Associates and Training with Distance Education	5-78.8
[3]	Challenges for Law Libraries	5-78.9
	[a] Reopening Law Libraries After COVID-19	5-78.14
	[b] Additional Resources for Reopening Libraries After COVID-19	5-78.22
§ 5.09	Altmetrics	5-79
§ 5.10	Digitization Projects	5-83
§ 5.11	Big Data and Legal Data Analytics	5-86
	[1] Big Data and Legal Data Analytics Products	5-88
§ 5.12	Intranets	5-90
§ 5.13	Deep Web Research	5-95
	[1] Best Practices for Searching the Deep Web ...	5-96
	[2] The Dark Web	5-97
§ 5.14	Competitive Intelligence	5-101
	[1] Examples of Competitive Intelligence Tasks	5-103
	[2] Competitive Intelligence Resources: Websites, Databases and Alert Services	5-105
	[3] Competitive Intelligence: Further Reading	5-107
§ 5.15	Artificial Intelligence	5-109
	[1] Use of Artificial Intelligence	5-110
	[a] Legal Research	5-110
	[b] E-discovery	5-111
	[c] Case Outcome Prediction	5-112
	[d] Document Drafting	5-112
	[e] Contract Analysis	5-113
	[f] Guidance and Compliance	5-113
	[2] AI: Roles For Law Librarians and Legal Information Professionals	5-113
	[a] Research	5-114
	[b] Execution and Review of AI Projects	5-115
	[c] Training Users on AI Software	5-116
	[d] Keeping Up with AI Legal Research: AI and Ethics	5-117

§ 5.16	Blockchain.....	5-121
	[1] Bitcoin.....	5-122
	[2] Potential Uses for Blockchain in Addition to Bitcoin	5-124
	[3] Blockchain Law	5-126
	[a] Federal	5-127
	[i] Courts	5-127
	[ii] The Internal Revenue Service (IRS)	5-127
	[iii] The Treasury Department's Financial Crimes Enforcement Network (FinCEN)	5-128
	[iv] Federal Securities Issues.....	5-129
	[b] Bitcoin Regulation in Europe	5-130
	[i] European Union	5-130
	[ii] The United Kingdom's Definition of Bitcoin	5-130
	[iii] Germany's Definition of Bitcoin	5-131
	[c] Other Uses of Blockchain in Legal Practice Areas.....	5-131
	[i] Smart Contracts.....	5-131
	[ii] Intellectual Property Rights	5-132
	[iii] Land Registry and Property Deeds	5-133
	[iv] Evidence/Chain of Custody	5-133
	[v] Wills, Trusts and Estates	5-133
	[vi] Corporate Filings.....	5-133
	[vii] Document Notarization.....	5-134
	[viii] Public Services Records.....	5-134
	[ix] Criminal Cases	5-134
	[x] Dispute Resolution	5-135
	[4] Possible Downsides to Blockchain and Its Implementation	5-135
	[5] Further Reading	5-136
	[a] Books	5-136
	[b] Articles.....	5-137
	[c] Websites/News.....	5-138
	[d] Organizations.....	5-138
§ 5.17	Lawyers and Coding.....	5-139
§ 5.18	Appendix: Sample Coding for Lawyers Syllabus.....	5-143
§ 5.19	Algorithms, Litigation, and Research.....	5-145
§ 5.20	Appendix	5-154

TABLE OF CONTENTS

xv

	[1] Questions for Legal Compliance When Using Algorithms	5-154
§ 5.21	Legal Research and Algorithms	5-156
	[1] What Are Algorithms?	5-156
	[2] When Did Algorithms First Appear in Legal Research?	5-157
	[3] The Automation of Legal Research	5-158
	[4] How Algorithms Underpin Legal Research	5-158
	[5] Different Algorithms Result in Different Search Results	5-163
	[6] Next Wave of Algorithm Based Legal Research	5-164
	[7] Limitations of Algorithms	5-165
	[8] Limitations of Algorithms in Legal Research	5-166

CHAPTER 6

Library Facilities: Greening the Library

§ 6.01	Introduction	6-1
§ 6.02	Environmental Audit	6-2
§ 6.03	Developing a Sustainability Plan	6-4
§ 6.04	Sample Sustainability Plan	6-7
§ 6.05	Bibliography	6-10
	[1] Books and Articles	6-10
	[2] Blogs and Web Sites	6-10

CHAPTER 7

Library Consultants

§ 7.01	Introduction	7-1
§ 7.02	Hiring Considerations	7-3
§ 7.03	Consulting Selection Process	7-5
§ 7.04	Suggested Format for Request for Proposal for Library Consultant	7-7
§ 7.05	Sample Requests for Proposals	7-10
	[1] Request for Proposal for Strategic Planning	7-10

LEGAL RESEARCH

[2]	Sample Request for Proposals for the Law Library Web Site for the Newville Law Library	7-14
[3]	Request for Proposal for Library Consultant Services—County Law Library	7-19
§ 7.06	Library Consultants	7-32

CHAPTER 8

Legal Research Instruction and Training

§ 8.01	Introduction	8-2
§ 8.02	How “Digital Natives” Conduct Legal Research	8-8
§ 8.03	Research Skills Needed in Practice	8-12
§ 8.04	Training Initiatives in Private Law Libraries	8-15
§ 8.04A	Partnering with Academic Law Librarians	8-22
§ 8.05	Legal Research Texts—To Use or Not Use	8-22.2
§ 8.06	The Duty to Do Electronic Legal Research	8-26.4
§ 8.07	Sanctions for Legal and Factual Research Failure	8-28
	[1] State-Imposed Fines in California	8-28
	[2] Federal Sanctions Under Rule 11	8-29
	[3] Glaring Lapses in Federal Court Briefs	8-30
	[4] Frivolous Research Conduct Under State Law	8-33
§ 8.08	Legal Research Instruction—Selective Bibliography of Articles	8-36
§ 8.08A	Sample Legal Research Syllabi	8-39
	[1] Basic Legal Research Course	8-39
	[2] Advanced Legal Research Course	8-42
§ 8.09	Appendix	8-46
	[1] AALL Principles and Standards for Legal Research Competency	8-46
	[2] The Boulder Statement on Legal Research Education	8-56
	[3] <i>Report of the ABA Task Force on Law Schools and the Profession: Narrowing the Gap</i> (“The MacCrate Report”), 1992, Fundamental Lawyering Skills	8-58

CHAPTER 9**Management Trends: Six Sigma in the Library**

§ 9.01	Introduction	9-1
§ 9.02	Six Sigma in the Library	9-3
§ 9.03	Case Study	9-8
§ 9.04	For Further Reading	9-12

CHAPTER 10**Disaster Planning**

§ 10.01	Introduction	10-2
§ 10.02	The Planning Process	10-5
	[1] The Disaster Response Team	10-5
	[2] Risk Assessment	10-7
	[a] Identifying Risks	10-8
	[b] Risk Assessment Report	10-11
	[c] Decreasing or Eliminating Risks	10-12
§ 10.03	Responding to Specific Emergencies	10-14
§ 10.04	Disaster Supplies and Equipment	10-20
§ 10.05	Salvage Priorities	10-21
§ 10.06	Salvage Procedures	10-26
	[1] Water Damage	10-26
	[a] Print Materials	10-27
	[b] Computer Media	10-28
	[c] Audio and Video Recordings	10-28
	[d] Microform	10-28
	[2] Mold and Mildew	10-29
	[a] Books and Print Materials	10-29
	[b] Microforms	10-30
	[3] Fire Damage	10-30
	[a] Removing Soot	10-30
	[b] Dealing with Char Damage	10-31
	[c] Reducing Odors	10-31
	[4] Dirt	10-31
	[5] Insects and Rodents	10-32
§ 10.07	Sample Disaster Plan	10-33
§ 10.08	Emergency Preparedness Exercise	10-61
§ 10.09	Disaster Experts and Consultants	10-63
§ 10.10	Bibliography and Internet Resources	10-79
	[1] Essential Resources	10-79
	[a] Disaster Recovery Yellow Pages	10-79

LEGAL RESEARCH

[b] Emergency Response and Salvage Wheel	10-79
[2] Articles	10-80
[3] Books and Book Chapters	10-81
[4] Disaster Plans	10-81
[5] Disaster Plan Templates	10-82
[6] Internet Resources	10-83
[7] Pamphlets and Leaflets	10-83
[8] Proceedings	10-84
[9] Videos	10-85

CHAPTER 11**Law Library Space Planning**

§ 11.01 Introduction	11-1
§ 11.02 Space Planning	11-5
[1] Elements of a Library Space Plan	11-5
§ 11.03 Resources for Library Renovations	11-10
§ 11.04 Library Space Planning Consultants	11-12
§ 11.05 Downsizing and Moving the Collection	11-14
[1] Library Moving Resources	11-17
[a] Books	11-17
[b] Articles	11-17
[c] Other Resources	11-18
§ 11.06 Appendix	11-19
[1] Sample Library Space Planning Guide Worksheet with Formulas	11-19
[2] Checklist: Planning Considerations for Sustainability	11-28

CHAPTER 12**Safety and Security Issues**

§ 12.01 Introduction	12-2
§ 12.02 Security Risk Assessment	12-4
§ 12.03 Securing the Physical Library	12-8
[1] The Building Exterior	12-8
[2] Building Interior	12-9
[a] Public Spaces	12-9
[b] Staff Spaces	12-11

TABLE OF CONTENTS

xix

§ 12.04	Securing the Collection.	12-13
[1]	General Collection	12-13
[2]	Special Collections and Archives	12-14
§ 12.05	Patron and Staff Safety and Security.	12-16
§ 12.05A	Library Security Personnel	12-18.1
§ 12.06	Appendix	12-19
[1]	Sample Library Security Reports.	12-19
[a]	UCSF Library Task Force Report	12-19
[b]	University of Maryland Libraries Security Study Summary	12-23
[2]	Safety, Security and Patron Conduct Policies Adaptable to Law Libraries.	12-28
[a]	Library of Congress.	12-28
[b]	University of Georgia Libraries	12-33
[c]	Cornell University Library	12-34
[d]	Library of Virginia	12-36
[e]	University of Kentucky Libraries	12-38
[f]	WNMU Libraries.	12-40
[g]	University of Maryland Libraries	12-42
[h]	Poughkeepsie Public Library District; Excerpts.	12-51
[3]	Library Opening and Closing Procedures Adaptable to Law Libraries.	12-52
[a]	JSU Houston Cole Library	12-52
[b]	Princeton Mendell Library	12-53
[c]	UNCP Library	12-54
[4]	ALA/ACRL Guidelines on Library Safety and Security	12-56
[a]	Library Security Guidelines	12-56
[b]	Guidelines Regarding Thefts in Libraries	12-76
[c]	Guidelines for the Security of Rare Books, Manuscripts, Collections.	12-81
[5]	State Legislation Regarding the Theft and Mutilation of Library Materials.	12-89
[a]	California: Excerpts	12-90
[b]	Massachusetts.	12-93
[c]	New York.	12-94
[d]	Virginia	12-95
[e]	Washington	12-97
[f]	Draft Model Legislation: Theft and Mutilation of Library Materials	12-98
[6]	Bibliography	12-100
[7]	Other Resources	12-104

LEGAL RESEARCH

§ 12.07	Active Shooters	12-106
	[1] Background Information	12-106
	[2] How to Respond When an Active Shooter Is in the Area— Run/Hide/Fight	12-107
	[3] Developing an Active Shooter Policy	12-108
§ 12.08	Appendix: Active Shooter Plan	12-111
	[1] Additional Resources	12-111
	[2] CISA Emergency Action Plan—Active Shooter Template	12-111
	[3] Sample Active Shooter Procedures and Policies	12-121
	[a] Active Shooter Procedures for the Law Library	12-121
	[b] Binghamton University’s Active Shooter/Physical Threat Emergency Response Plan	12-122

CHAPTER 12A

Cybersecurity

§ 12A.01	Introduction	12A-1
§ 12A.02	Practical Considerations	12A-5
	[1] Roles for Law Librarians and Legal Information Professionals	12A-5
	[2] Best Practices for Cybersecurity	12A-6
	[a] Uphold Third-Party Vendor Compliance with Cybersecurity Policies	12A-6
	[b] Multiple devices and data access	12A-10
	[c] Pinpointing the data that is most likely to be targeted or damaging if it is breached	12A-11
	[d] Data Encryption	12A-12
	[e] Password Practices	12A-12
	[f] Fine-Tuning Employee Behavior Policies	12A-12
	[g] Training on Cybersecurity Rules	12A-13
	[h] Cybersecurity Liability Insurance	12A-13
	[i] New Threats: Ransomware	12A-14
§ 12A.03	Appendix	12A-18
	[1] Cyber Incident Preparedness Checklist	12A-18

TABLE OF CONTENTS

xxi

[2]	Selected Federal Laws Relating to Cybersecurity	12A-19
[3]	Cybersecurity Glossary	12A-22
[4]	Further Reference	12A-29

CHAPTER 13

Human Resources: Redefining Roles and Responsibilities

§ 13.01	Introduction	13-2.1
§ 13.02	Educational Standards for Law Librarians	13-8
§ 13.03	New Roles and Responsibilities in Private Law Libraries	13-12
§ 13.04	New Roles and Responsibilities in Academic Law Libraries	13-28
§ 13.05	Defining New Roles and Responsibilities	13-34
	[1] Developing Job Descriptions	13-36
	[2] Job Analysis	13-39
	[3] Writing Job Descriptions	13-44
	[4] Legal Issues	13-48
§ 13.06	Sample Job Descriptions	13-53
	[1] Academic Law Library Positions	13-53
	[a] Electronic Services and Empirical Research	13-53
	[b] Technology, E-Learning, Instructional Design	13-55
	[c] Foreign, International and Comparative Law	13-57
	[d] Public Services Librarians	13-59
	[e] Digital Services	13-66
	[f] Technical Services	13-71
	[g] Management Positions	13-80
	[h] Training	13-81
	[2] State, Court and County Law Library Positions	13-84
	[a] Management	13-84
	[b] Public Services	13-89
	[c] Technical Services	13-93
	[3] Private Law Library Positions	13-98
	[a] Electronic Services	13-98
	[b] Business Development, Competitive Intelligence and Knowledge Management	13-99

	[c] Management	13-103
	[d] Public Services	13-107
	[e] Technical Services	13-123
[4]	Computing and Technology Support Job Descriptions	13-127
	[a] Hardware and Software Support	13-127
	[b] Web Development	13-131
[5]	Mean Salary Information for Law Library Positions	13-134
§ 13.07	Action Verbs Commonly Used in Job Descriptions	13-137
§ 13.08	Best Practices in Workforce Management Planning: Supporting the Library's Strategic Plan	13-151
	[1] Blank Roles and Responsibilities Chart	13-152
	[2] Sample Roles and Responsibilities Checklist	13-152
	[3] Sample Quick Responsibility Assignment Chart	13-153
	[4] Checklist for Determining Future Workforce Requirements	13-154
	[5] Checklist: Workforce Action Plan for Skills Gaps	13-154
§ 13.09	Checklist for Writing and the Uses of Job Descriptions	13-155
§ 13.10	Trends in Hiring	13-156
	[1] Virtual Teams	13-156
	[a] Build Trust	13-158
	[b] Set Expectations	13-160
	[c] Attack Remote Challenges as a Team	13-161
	[d] Centralize Communication	13-162
	[e] Be Receptive to New Technology	13-164
	[f] Do Not Micromanage	13-165
§ 13.11	Appendix	13-167
	[1] Sample Virtual Teamwork Situation Judgment Test Items	13-167
	[2] Qualities of Successful Remote Team Members	13-167

CHAPTER 13A**Human Resources: Performance Evaluations**

§ 13A.01 Introduction	13A-1
§ 13A.02 The Performance Review Process	13A-3
§ 13A.03 Employee Self-Assessment	13A-4
§ 13A.04 Sample Self-Assessment Questions	13A-6
§ 13A.05 The Written Performance Evaluation	13A-7
§ 13A.06 Performance Evaluation Questionnaires	13A-9
§ 13A.07 Ratings and Ranking Systems	13A-11
§ 13A.08 Sample Performance	13A-14
[1] Self-Evaluation Form	13A-14
[2] Employee Self-Evaluation Form (Alternate Form)	13A-14
[3] Library Self-Evaluation Form (Alternate Form)	13A-15
[4] Library Employee Performance Evaluation	13A-17
[5] Public Services Performance Appraisal Form	13A-19
[6] Employee Performance Evaluation Form (Alternate Form)	13A-21
§ 13A.09 Performance Review Meeting	13A-23
§ 13A.10 Bibliography	13A-25

CHAPTER 13B**Diversity in Law Libraries**

§ 13B.01 Introduction	13B-1
§ 13B.02 Increasing Diversity in Law Librarianship	13B-7
[1] AALL Efforts	13B-7
[2] Diversity Initiatives by Individual Law Libraries	13B-9
§ 13B.03 Strategic Planning for Diversity	13B-13
[1] Defining Diversity	13B-14
[2] Assessing the Need	13B-16
[3] Mission Statement	13B-17
[4] Drafting the Plan	13B-20
[5] Responsibility and Accountability	13B-21
[6] Sample Library Diversity Plan	13B-22
§ 13B.04 Recommended Resources	13B-25
[1] Readings	13B-25

[2]	Planning Tools	13B-25
[3]	Organizing for Minority Librarians	13B-25

CHAPTER 14

Copyright

§ 14.01	Introduction	14-2
§ 14.02	Copyright Law—The Basics	14-4
	[1] Rights of the Copyright Holder	14-4
	[2] Duration of Copyright	14-5
	[3] Works for Hire	14-7
	[4] Collected Works and Compilations	14-8
	[5] Notice and Registration	14-8
	[6] Transferring Copyright	14-10
	[7] Copyright Infringement	14-10
	[8] International Law and Copyright	14-11
§ 14.02A	Copyright and Digital Libraries	14-13
	[1] Digitizing Materials Created in Other Formats	14-15
	[2] Purchasing and Licensing Digital Content	14-17
§ 14.03	Copyright Exemptions	14-18
	[1] The First Sale Doctrine	14-18
	[2] The Fair Use Doctrine	14-19
	[a] Generally	14-19
	[b] Fair Use Checklist	14-27
	[3] Interlibrary Loans	14-29
	[4] Other Copying by Libraries and Archives	14-33
	[5] Copying by Patrons	14-34
§ 14.04	Copyright Notices and Signage	14-35
§ 14.05	Obtaining Permission	14-36
	[1] Sample Publisher's Permission Request Form	14-36
	[2] Leading Legal Publishers' Permission Policies	14-36.2
	[3] Collective Rights Organizations	14-36.11
	[4] Sample Permission Request Letter	14-36.12
	[5] Managing Copyright and Licensing Issues	14-36.14
	[6] Sample Copyright Policy	14-36.16
	[7] Working with Authors to Manage Their Copyright	14-36.20
§ 14.06	Essential Library Resources	14-36.23
	[1] Primary Authority	14-36.23
	[a] Statutory Materials	14-36.23

TABLE OF CONTENTS

xxv

	[b] New and Pending Legislation	14-36.23
	[c] Regulations	14-36.24
	[d] Court Decisions	14-36.24
	[2] Secondary Sources	14-36.25
	[a] Copyright Office Resources	14-36.25
	[b] Current Awareness	14-36.25
	[c] Periodicals	14-36.25
	[d] Books and Treatises	14-36.26
§ 14.07	Appendix	14-36.28
	[1] Selected Statutes	14-36.28
	[2] Selected Regulations	14-90
	[3] AALL Guidelines on the Fair Use of Copyrighted Works by Law Libraries	14-94
	[4] ALA Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use	14-102
INDEX	I-1

