

# APPENDICES

## APPENDIX A

### AWARDS DETERMINED BY THE BOARD OF DIRECTORS

#### 1. Outstanding Member Award

No set criteria, evaluated by the Board of Directors on a case-by-case basis upon receiving a letter of nomination from a current member of SWALL (Letter of nomination should clearly indicate the nominee, the award for which that person is being nominated, and why that person should receive the award). Created in 1985. Changed from Member of the Year Award to Outstanding Member Award by the Board in April 1989.

1989 Jim Hambleton  
1993 Elizabeth Schneider  
1994 Janetta Paschal and Sharon Blackburn  
1995 Mon Yin Lung  
1998 Richard Ducey

#### 2. Lifetime Achievement Award

No set criteria, evaluated by the Board of Directors on a case-by-case basis upon receiving a letter of nomination from a current member of SWALL. (Letter of nomination should clearly indicate the nominee, the award for which that person is being nominated, and why that person should receive the award). Created in 1985.

1986 Ruth Brunson  
1993 Susan D. Csaky  
1998 Dan Hencke

#### 3. William S. Hein Scholarship

No set criteria. Established by the Board of Directors in 1976, this scholarship was created to memorialize Bill Hein, a longtime friend and sponsor of the Chapter. Bill died in early 1976. Has never been awarded.

## APPENDIX B

### SWALL GRANT GUIDELINES, GRANT QUALIFICATIONS AND RECIPIENTS

#### 1. Grant Guidelines

As published in the SWALL website: <http://www.aallnet.org/chapter/swall/grant.html>

1. The type, number, and monetary size of each grant to attend a SWALL or an AALL meeting are determined annually by the SWALL Executive Board and will be announced on the SWALL listserv. The following grants can be awarded by SWALL to attend SWALL meetings: 1) Kate Mara Award, 2) Coco-Miller Travel Grant, 3) Marian Boner Award, and 4) General SWALL Travel Awards. Various other unnamed grants may also be awarded to attend the annual SWALL and/or AALL meetings.
2. No person may receive more than one grant to either a SWALL or an AALL meeting in a three-year period. No library may have employees receiving a grant to either a SWALL or an AALL meeting two years in succession. A person may apply for more than one type of grant in any one year, but can receive only one (e.g., a member cannot be awarded grants to attend both SWALL and AALL). These requirements apply only to grants from SWALL funds. Applications for grants received from other entities such as AALL may have different requirements. An announcement on the SWALL listserv will be made advising members about any special grant and its requirements.
3. All funds awarded must be used as stipulated. If any grant was not used as stipulated, or if for personal reasons, a recipient cannot attend the program for which the grant was awarded, repayment of the grant must be made to SWALL immediately. Grants are non-transferable. Grants may only be used to pay the following items: registration fees, accommodations, food, and travel fares. Recipients must confirm all expenses with receipts, and those that are not, must be repaid to SWALL. The SWALL Grants Committee Chair is the final judge whether or not an expense is legitimate.
4. Incomplete applications and those postmarked after the published deadline will be ineligible for consideration. Application deadlines or the "two year succession rule" may be waived at the Chair's discretion and will be announced on the SWALL listserv. For information on setting deadlines, see Section V.B.6. of this *Procedures Manual*.
5. Within 30 days of return from a meeting, the grant recipient is obligated to submit the following:
  - a. To the Grants Chair: A narrative of the recipient's overall conference experience or brief descriptive evaluations of the programs(s) the recipient attended using the grant funds. For publication purposes, the recipient must also send this article to the *SWALL Bulletin*; and
  - b. To the Treasurer: Receipts documenting attendance and expenses. Photocopies will suffice. Please refer to Appendix H for reimbursement guidelines.
6. Award recipients using a grant to attend the AALL annual meeting **must** attend the SWALL business meeting at that meeting.
7. In addition to the criteria listed above, grants will be awarded based on:
  - a. Proven or potential ability of the applicant;
  - b. Contribution to SWALL and/or the profession; and
  - c. Financial need.

8. The Kate Mara Award is a travel grant, which was established in 1986. This grant honors Kate Mara who was a book jobber in Dallas, Texas. She was the wife of John Mara, a founding member of SWALL. She helped organize the first SWALL meeting, which took place in 1958 in Dallas, Texas. The Kate Mara Grant Award is awarded to a person attending his or her first SWALL meeting. Applicants for this award do not have to be a current member of SWALL.
9. Marian Boner was a former President of SWALL (1969-1970), the first director of the Texas State Law Library, and the author of "A Reference Guide to Texas Law and Legal History." SWALL receives royalties from this publication to help fund this grant. The Marian Boner Grant Award, established in 1990, is awarded to a current SWALL member to attend the current SWALL meeting. This recipient must be an active officer, an active Committee member, or one who is working on a current SWALL project. The SWALL Grant Committee members are not eligible.
10. The Coco-Miller Grant Award, first established in 1998, is a general travel grant to be awarded to members of SWALL attending the annual SWALL meeting. Al Coco was the director of the Law Library at the University of Denver; Oscar Miller was the Director of the Law Library at the University of Colorado. They were past presidents of SWALL and hold honorary life memberships for their distinguished service to SWALL.
  11. The Lung Scholarship was established in 2014 in an effort to encourage students to enter the field of law librarianship and become participating members in SWALL. Recipients shall use at least part of the funds to attend the SWALL annual meeting.
    - a. Mon Yin Lung funds the scholarship annually (amounts may differ each year) by submitting a check to the SWALL Treasurer (date to be determined, February or March) each year until her retirement. (This arrangement frees SWALL from managing an endowment or complicating their tax status);
    - b. The grant recipient shall be either a resident of or attending an ALA accredited library school in one of the SWALL states. Law Library Fellows at University of Arizona and law students interested in a career in a law library within the SWALL territory are also eligible;
    - c. The applicants have to be interested in law librarianship and plan to work in a law library;
    - d. The student will need to submit an application package including a Curriculum Vita, a statement on the reasons for the possible attendance of the SWALL annual meeting and two recommendations.
    - e. In observing the general practice of our Grants Committee, the recipient shall forward to the Grants Committee chair after the meeting a report for the SWALL Bulletin and web page on his/her experience;
    - f. The Grants Committee will screen the applicants, then consult with Mon Yin Lung concerning the scholarship recipient;
    - g. The SWALL Treasurer will send a check to the chosen scholarship recipient;
    - h. In the event that there is no recipient in a year, the scholarship will be deferred to the following year;
    - i. This scholarship will be named the Lung Scholarship.

## **2. Grant Qualifications and Recipients (Established 1986)**

1. Kate Mara Award  
This grant is for someone who will be attending his or her first SWALL meeting. Applicants for this award do not have to be current members of SWALL.

Financial need as well as a demonstrated interest in joining and becoming active in SWALL will be considered.

<b>1987</b>	\$200	Jeanne Drewes
<b>1988</b>	\$200	Sherry Little
<b>1989</b>	\$300	Lucile Fercho
<b>1990</b>	\$300	Ken Mead
<b>1992</b>	\$250	Nina Miley
<b>1993</b>	\$300	Nancy A. Zynda-Fisher
<b>1994</b>	\$300	Patricia Wellinger
<b>1995</b>	\$300	Teresa Cullen
<b>1996</b>	No award	
<b>1997</b>	No award	
<b>1998</b>	\$300	Lynn Smith
<b>1999</b>	\$500	Karen Selden
<b>2000</b>	\$500	Lisa Peters
<b>2001</b>	\$500	Ava Hicks
<b>2002</b>	No award	
<b>2003</b>	\$750	Laura Teske
<b>2004</b>		Terri Wilson
<b>2005</b>		Emily Cunningham
<b>2006</b>		Charlotte Thomas
<b>2007</b>	No award	
<b>2008</b>		Lauren VanWaardhuizen
<b>2009</b>		Michele Woods

<b>2010</b>		Laura Fargo
<b>2011</b>	No award	
<b>2012</b>	No award	
<b>2013</b>	No award	
<b>2014</b>	No award	

2. Coco-Miller Travel Grant (formerly SWALL Travel Grants)

Grants go to current members whose institution will make little or no contributions to their expenses for attending the SWALL annual meeting. These people must currently be paid members of SWALL. While financial need is the primary consideration, ties will be broken by considering a person's activity in SWALL, AALL, etc. No one may receive this grant two years in a row. In 1998, the travel grant for the SWALL meeting was renamed the Coco-Miller Travel Grant in recognition of Al Coco and Oscar Miller's contribution to SWALL.

<b>1987</b>	\$100 each (2)	?
<b>1988</b>	\$100 each	Carol Elliott Connie Fennewald
<b>1989</b>	\$200 each	Jency James Christine Mueller Cynthia Scott Mary Wilder
<b>1990</b>	\$200 each	Kirk Gregory Sally Kelley James Martin John Rosenhamer Denyse Seaman Jacque Willingham
<b>1991</b>	\$250 each	Chris Anglim Greta Boeringer Fran Deathe Robert Genovese
<b>1992</b>	\$200 each	Mary Grace Oakes
<b>1993</b>	\$250 each	Catherine Harris Astrid K. Norvelle Martha White

<b>1994</b>	\$250 each	Janet McKinney Deborah Meleski Nancy Stancel
<b>1995</b>	\$200 each	Chris Anglim
<b>1996</b>		?
<b>1997</b>	No award	
<b>1998</b>	\$250 each	Michael Reddy Jeanne M. Sarkis
<b>1999</b>	\$500	Catherine Harris
<b>2000</b>	\$500	Janet McKinney
<b>2001</b>	\$500	Carol Arnold
<b>2002</b>	\$500	Amy Hale Janeke
<b>2003</b>	\$750 each	Joan Stringfellow Anna Teller
<b>2004</b>		Faye Hadley
<b>2005</b>	No award	
<b>2006</b>		Jennifer Stephens
<b>2007</b>		Terri Wilson
<b>2008</b>		Kovienna Nelson
<b>2009</b>		Tracy Timmons
<b>2010</b>		Virginia Eldridge
<b>2011</b>	No award	
<b>2012</b>	No award	
<b>2013</b>	No award	

<b>2014</b>	No award	
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3. The Marian Boner Award (Established 1990)

This grant was established in honor of Marian Boner, former President of SWALL and scholar of Texas legal research. This award will be given to a current SWALL member who is an active officer, an active Committee member, or one who is working on a SWALL project. The grant is partially funded from SWALL's share of the royalties received from *A Reference Guide to Texas Legal History; Sources and Documentation*, 2nd ed. This award is to be used to help the recipient attend the SWALL meeting. Current Grant Committee members are not eligible. Applicants for this grant must be paid members of SWALL at the time the application is filed.

<b>1994</b>	\$250	Carol Elliott, SWALL Secretary
<b>1994</b>	\$200	Maria Protti, SWALL Secretary
<b>1995</b>	\$200	Mary Ann Wacker, Private Law Libraries and <i>SWALL Bulletin</i> contributor
<b>1996</b>		?
<b>1997</b>	No award	
<b>1998</b>	\$250	John Perkins, <i>SWALL Bulletin</i> editor
<b>1999</b>	\$500	Timothy Holthoff
<b>2000</b>	\$500	Ann Sifuentes-Martinez
<b>2001</b>		No award
<b>2002</b>	No award	
<b>2003</b>	\$750	Beth Youngdale
<b>2004</b>		Kathryn Fitzhugh
<b>2005</b>		Barbara Fullerton
<b>2006</b>		Jason Springman
<b>2007</b>		Catherine Whitney
<b>2008</b>		Peggy Martindale
<b>2009</b>		Evelyn Beard
<b>2010</b>	No award	

<b>2011</b>	No award	
<b>2012</b>	No award	
<b>2013</b>	No award	
<b>2014</b>	No award	

4. Travel Grants to AALL

Grants are awarded for members to attend the AALL annual meeting each year (See discussion in the September 1990 *SWALL Bulletin*). For deadline information, see Section V.B.6. of this *Procedures Manual*.

<b>1991</b>	\$300	Carol Elliott
	\$300	Katherine Tooley
	\$300	Betsey Wright
<b>1992</b>	\$300	Marcia Baker
<b>1993</b>	\$250	Carol Arnold
<b>1994</b>	\$400 Registration	Ana Sifuentes-Martinez Janeen Landry
<b>1995</b>		?
<b>1996</b>		?
<b>1997</b>	\$625	John Jackson
	\$975	Carol Arnold
<b>1998</b>	\$400	W. David Gay
<b>1999</b>	\$1,000	Rob Richards
<b>2000</b>	\$750 each	David Selden
		M. Faye Hadley

	\$415	Amy Hale (Chapter Registration Award given to SWALL by AALL)
<b>2001</b>	\$750 each	Caren Luckie
		Sharon Blackburn

<b>2002</b>	\$750 each	Lee Peoples
		Daniel Bell
<b>2003</b>		Kumar Percy Mary Forman
<b>2005</b>		Michelle Lucero
<b>2006</b>		Courtney Selby
<b>2007</b>		L. Monique Gonzalez
<b>2008</b>		Christopher Dykes
<b>2009</b>	No award	
<b>2010</b>	No award	
<b>2011</b>	\$595 each	Faye Hadley Katy Stein
<b>2012</b>	No award	
<b>2013</b>	\$600 each	Madeline Cohen Saskia Mehlhorn
<b>2014</b>	\$500 each	Tamsen Connor  Joseph Lawson
<b>2015</b>	\$599	Jeff Woodmansee

#### 5. Special Awards

On occasion, the Grants Committee administers special awards.

<b>2001</b>	\$415	Amy Hale (Chapter Registration Award given to SWALL by AALL)
<b>2003</b>		Michelle Rigual (Chapter Registration Award given to SWALL by AALL)
<b>2006</b>		
<b>2008</b>		Amy Hale-Janeke (50 <sup>th</sup> Anniversary Grant)
<b>2012</b>		Diane L. Roberts (Chapter

		Registration Award given by AALL)  Virginia Eldridge (Honorary SCCLL Lori Bull Dodds Memorial Grant)
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6. General SWALL Travel Awards

These are unnamed awards given to attend the SWALL annual meeting.

<b>2011</b>	\$700 each	Jennifer Laws Emily Lawson Lisa Rush
<b>2012</b>	\$350 each	Stacy Nykorchuk Amy Hale-Janeke
<b>2013</b>	\$350 each	Stacy Fowler Danyahel Norris Michelle Rigual
<b>2014</b>	\$300 each	Deborah K. Meleski Cassie Dubay
<b>2015</b>	\$500 each	Jill Henderson Heather Kushnerick Laura McKinnon

7. Lung Scholarship

An annual scholarship funded by member Mon Yin Lung until her retirement to encourage students to enter the field of law librarianship and become participating members in SWALL. In the event there is no recipient in a year, the scholarship will be deferred to the following year.

<b>2014</b>	\$500	Jessica Haseltine
<b>2015</b>	\$1000	Kenton S. Brice

## APPENDIX C

### LIFE MEMBERSHIP AWARD QUALIFICATIONS AND RECIPIENTS

At each SWALL annual meeting, the Life Membership and Memorials Committee may nominate to life membership those who qualify under Bylaw 2.2d. To be considered for life membership, one must be a member of SWALL for at least five years, but retired from active library work. Someone who is currently working for a legal publisher or vendor is not "retired." The members entitled to vote may, by a vote of 2/3 of the majority, elect nominated members to life membership (see generally Bylaw 2.2d).

1972	Hazel Anderson Helen Hargrave Marie Russell Mabel Smith Nell Yeargin
1973	Katherine Baze Ruth Crozier
1974	Jean Ashman
1975	Hibernia Turbeville
1976	Dwain Gay
1977	Jewell Chester
1979	U.V. Jones Wilma Thrash
1980	Ruth Lindsey Dorothy Warden
1985	Guido Olivera Dorothea Warren
1986-87	Ruth H. Brunson June Haggin (Sanford)
1988	Jack Blume Earl Borgeson Al Coco Kate Mara
1990	Oscar Miller
1991	Mortimer Schwartz
1992	Jane Olm

1993	Della Geyer
1994	D.A. Divilbiss
1998	Oragene Addis Susan D. Csaky
2000	Carolie Mullan Eileen H. Searls
2006	A. Michael Beaird
2009	Lorraine Lester Violanda B. Fabugais Elizabeth "Beth" K. Schneider
2012	Sharon Blackburn John Eichstadt Sally Langston Judy McCullough
2013	Richard (Rick) E. Ducey Louise (Lou) Lindsey
2015	Sharon Wayland

## APPENDIX D

### THE ANNUAL MEETING PROCEDURES & GUIDELINES

#### I. Site for the annual meeting

- A. The Board selects the site of the meeting upon the invitation of members in the various areas.
  - 1. An attempt is made to meet in different areas of SWALL and represent both eastern and western contingencies. Lately, because of the large number of SWALL members in the state, SWALL meets every other year in Texas.
  - 2. The selection should be made at least 2 years in advance of the site's hosting the annual meeting. With the site's written agreement to host and Board approval, the Board announces its selection at the annual meeting.
- B. The Local Arrangements Committee selects the meeting hotel and should consider:
  - 1. Size, availability, and cost (if any) of meeting rooms and banquet facilities;
  - 2. Availability and cost of microphones, traditional and computer- ready audio-visual equipment, and other meeting aids;
  - 3. Availability of online registration for booking hotel rooms for the annual meeting; and
  - 4. Promises of extras, such as free suites or rooms for the hospitality room, the AALL Visitor, special speakers, etc.

#### II. Meeting Theme

- A. The Vice-President chooses the theme of the program, generally no less than 13 months prior to the annual meeting in question.
- B. The Vice-President coordinates with the Local Arrangements chair to promote the meeting and the selected theme. Promotion at the annual meeting immediately prior the meeting in question is ideal.

#### III. Before the meeting

##### A. Sponsor contact

- 1. It is the responsibility of the Local Arrangements Chair to arrange for the sponsoring of the events and for the furnishing of materials for the registration packets.
- 2. Sponsors may be asked to host events (such as the opening luncheon, other meals, coffee breaks, entertainment, transportation, etc.) or contribute supplies (such as signs, packets, nametags, computer equipment, etc.). With sponsorship, personal expenses for members can remain minimal.
- 3. The Local Arrangements Committee should contact the vendors who sell their wares within the SWALL area. As the world becomes more global, think big about this concept.
- 4. It is essential that the Committee contact vendors early, certainly no later than the November preceding the annual meeting, so that companies may plan their advertising early. In fact, one of the best sponsored meetings resulted from contacting vendors in May right after SWALL's annual meeting. Then the Committee again touched base with vendors at AALL.
  - a. The Committee should contact the local vendor representatives, make an open request for sponsorship, and outline briefly the planned

program. (The tentative program may be obtained from the Program Chair). The Committee should also have ready a tentative list of events or supplies (with prices) that the company might sponsor. Again, this should be done no later than the November before the annual meeting.

- b. The local vendor representative may ask the Local Arrangements Committee to contact someone else in the company who routinely handles requests for sponsorship. If so, the Committee should furnish the local representative with a copy of correspondence sent to the other company contact.
5. If the Local Arrangements Committee needs help or reinforcement with their request to a vendor, they should contact a member of the Board of Directors.
6. For more information, see IV. Finances, B. Donations from sponsors later in this appendix.

**B. Emailing of registration information.**

1. An email should be sent out with information regarding annual meeting registration and hotel reservations. This email should include a link to the SWALL website, where members can find out more information regarding the annual meeting. The SWALL website should provide information regarding annual meeting registration and hotel reservations.
2. Links to travel and weather information about the host city may also be included on the SWALL website.
  - a. It is helpful to include the going rate for transportation from public transportation terminals to hotel.
  - b. Distances from the airport, etc., to the hotel are also helpful.
3. Information on the city and/or law library should also be included on the website. A map of the area around the hotel is always helpful.
4. The Local Arrangements Committee should arrange for the posting of a preliminary program schedule on the SWALL website, which should be as detailed as possible. The preliminary program schedule may be obtained from the Program Chair. Committee members should take note that many SWALL members use the schedule to convince administrative officers of the wisdom of funding a member's attendance at the meeting.
5. The Local Arrangements Committee should also arrange for the posting of announcements regarding the annual meeting on the SWALL website and the emailing to members.
6. The Committee should include the meeting registration form with fees clearly shown on the SWALL website.
7. Registration emails should be sent to all SWALL members, AALL officers, speakers who are not members of SWALL, and any others the Local Arrangements Committee deems appropriate.

**C. Nametags and nametag holders**

1. Nametags and other necessary supplies shall be purchased by the Local Arrangements Committee unless the hotel, convention center, or a vendor furnishes them.
  2. For those people who are pre-registered for the meeting, the Local Arrangements Committee should have their nametags already prepared. This speeds the registration process for the meeting.
  3. Nametags work best when a large type font is used.

**D. Registration Packets**

1. It is customary to furnish packets to the attendees. The Local Arrangements Committee should prepare these packets. Alternative models may be pursued with the input of the Programming Committee and the approval of the Board.
  2. Some vendors will provide (upon request) portfolios, bags or other



Program Committee and the Local Arrangements Committee may pursue alternative (i.e. non-print) models to communicate annual meeting program information to attendees.

**F. The SWALL website**

1. Be sure to post information about the annual meeting at the earliest opportunity on the SWALL website (<http://www.aallnet.org/chapter/swall>). Alternatively, if you are using a local server to host the meeting information, provide the SWALL Webmaster the link to your site as early as possible. Among the materials, you might consider are:
  - a. registration application;
  - b. hotel information;
  - c. restaurant guides;
  - d. transportation information;
  - e. the program; and
  - f. appropriate links to event location, chamber of commerce sites, and weather.
2. Contact the current chair of the SWALL Publications Committee and the SWALL Webmaster for more information on the SWALL website or in designing meeting information for the website.

**G. The Pre-Conference Educational Outreach Program**

The Local Arrangements Chair should contact the Legal Information Services to the Public Committee Chair to coordinate arrangements for the pre-conference program. For procedures relating to the pre-conference program, see Appendix I "The Pre-Conference Program Procedures."

**IV. Arrangements within the hotel**

- A. The following shall be included in the arrangements made with the hotel selected by the Local Arrangements Committee:
  1. Meeting rooms (courtesy of hotel): as needed by the Program Chair and the Legal Information Services to the Public Committee Chair (if the hotel is selected as the site of the pre-conference educational outreach program).
  2. Determine the furnishings needed in the rooms -- tables, chairs, traditional and computer-ready audio-visual equipment, laptops, dry erase boards, etc. The Program Chair and the Legal Information Services to the Public Committee Chair, upon consultation with program speakers, supplies the information to establish these needs.
- B. Hospitality room: This SWALL tradition has grown progressively less popular in the last few years as meeting hotels frown on business being taken away from their lounges. The Local Arrangements Committee may arrange a hospitality room for members to use during the annual meeting but it is not required.
- C. Registration desk
  1. The Local Arrangements Committee manages registration of the attendees for the annual meeting
  2. The registration desk is usually open on the evening prior to the first day of the meeting and the morning of the first program. The Committee determines other open hours as needed, particularly if persons may register for just one day of the meeting.
  3. Hotels or the Chamber of Commerce sometimes furnish a person to assist in the registering of those attending the meeting.
  4. Space requirements for the registration desk:
    - a. Tables with space for handouts should be placed for easy access;
    - b. Leave room for any event or tour sign-ups; and

- c. The next year's Local Arrangements Committee should want to advertise their city as the host of the next meeting. Provide space as needed.
- 5. Other arrangements:
  - a. If the registration desk is not near the hotel registration desk, a sign directing attendees toward the meeting registration desk should be provided;
  - b. Nametags:
    - i. Should be in large print;
    - ii. Nametags should be prepared in advance for pre- registrants, vendors, and speakers; and
    - iii. For those registering at the meeting, the nametags must be prepared by a Local Arrangements volunteer at the meeting registration desk.
  - c. Packets are distributed at the registration desk.
  - d. Message board - SWALL usually is not a large enough meeting to require a message board, but the Local Arrangements Committee may want to set one up if circumstances warrant. The registration desk area makes a good place.

## V. Finances

- A. Registration fees for the annual meeting
  - 1. Registration fees for the annual meeting may be sent either to the Local Arrangements Chair or to the SWALL Treasurer, but the Chair and Treasurer must decide ahead of time who will receive the checks.
  - 2. In advance of any emails regarding the annual meeting, the Local Arrangements Chair and the Program Chair, with Board of Directors approval, decide upon the registration fee(s) for the meeting.
  - 3. The fee should be large enough to pay for the following:
    - a. speakers' expenses (*see* IV.D. below for more information);
    - b. expenses involved in preparing materials for the attendees; and
    - c. any unsponsored event (for this reason, the registration fee should be set after sponsor contact).
  - 4. If the registration form lists a late fee, that fee should be uniformly enforced by whoever receives the checks.
  - 5. Registration Refunds: A full registration fee refund will be made if a refund request is received by the Local Arrangements Chair or Treasurer at least two weeks prior to the first day of the meeting. No refunds will be issued after two weeks prior to the first day of the meeting. This refund policy shall be printed on the annual meeting registration form.
- B. Donations from sponsors
  - 1. Donations may be sent either to the Local Arrangements Chair or to the SWALL Treasurer, but the Chair and Treasurer must decide ahead of time who will receive the checks.
  - 2. If the funds are sent by the sponsors directly to the host city, the Local Arrangements Chair must keep records of deposits and expenditures for the Treasurer.
  - 3. If the funds are sent to the Treasurer, the Treasurer must write checks promptly to cover expenses. Because of mail delays, the Local Arrangements Chair should be able to fund expenses and wait for reimbursement.
- C. The Local Arrangements Chair must keep records and receipts of any personal or library expenses. After the meeting, these should be submitted to the Treasurer in writing. The Treasurer then writes a check to the Local

Arrangements Chair to cover these expenses (see Appendix H for reimbursement guidelines).

D. Speakers' expenses

1. Honoraria require Board approval, even if sponsored funding is obtained.
2. Speaker reimbursements
  - a. The Board of Directors discourages the inclusion of speakers and presenters at the annual meeting that require payment for appearance and reimbursement of travel and hotel costs.
  - b. Whenever possible, local speakers and SWALL-member presenters should be utilized.
  - c. If the Local Arrangements and Program Committees elect to bring in a special speaker (other than the AALL representative whose airfare is paid by AALL) with Board approval, the Local Arrangements Committee shall state to the speaker what the limits of reimbursement will be for one hotel night at the annual meeting hotel, airfare, transportation to and from the airport, and meals (with the exception of meals provided as part of the annual meeting).
  - d. Non-member SWALL speakers and presenters shall be granted free annual meeting registration, including meals, for the day on which s/he speaks or presents.

**VI. Events on the program**

A. Opening of the annual meeting

1. The Local Arrangements Committee may open the Registration Desk on Wednesday afternoon if demand warrants.
2. Registration typically opens Thursday morning.
3. The pre-conference program will take place on Thursday morning. See Appendix I "The Pre-Conference Educational Outreach Program Procedures" for more details.

B. Opening luncheon

1. The Program Chair officiates at the luncheon.
2. The Program Chair introduces the Local Arrangements Chair, local and AALL VIPs, and SWALL officers. When called on, the Local Arrangements Chair gives a welcome, makes any announcements, and introduces the opening luncheon speaker.
3. The Local Arrangements Committee chooses the luncheon speaker, traditionally a local personality such as a judge, bar association officer, writer, library science educator, legal educator, philosopher, etc.
4. If an honorarium is required, it should be counted as a meeting expense. In some years the honorarium has been paid by a donor or sponsor of the luncheon, who should be named if this is agreeable to the donor. Honorariums require Board approval.
5. Seating arrangements and table arrangements are made by the Local Arrangements Committee, except for the head table, which is arranged by the Program Chair.

C. Business meeting/Breakfast

1. The breakfast, usually a sponsored event, takes place on the Friday morning of the annual meeting.
2. The business meeting is held immediately after breakfast. The President prepares the agenda and officiates. For guidance on composing the

- agenda, the President should consult previous years' minutes published in the *SWALL Bulletin*.
3. An alternative time for the Business meeting may be scheduled by the President consultation with the Board, the Local Arrangements Committee, and the Program Committee.
  4. Seating arrangements at the head table, if any, are handled by the Local Arrangements chair.
  5. Decorations of the head table, if any, are also handled by the Local Arrangements chair.
- D. Educational Program: The educational program usually consists of 10 to 11 hours of law or library related continuing education arranged by the Program Committee.
1. Individual programs
    - a. In the past, SWALL has offered 90 minute programs, afternoon seminars, all-day programs, and even an entire conference with one presenter. The Program Committee should decide the number and topics of programs to reflect the theme of the annual meeting.
    - b. Once a program topic and speaker(s) have been suggested, the Program Chair may wish to designate a Committee member as the organizer of the individual program. The Committee member arranges for all speakers for that program, including a moderator, keeps them abreast of deadlines, and queries them about audio-visual and computer requirements;
    - c. The Program Committee is responsible for letting the Local Arrangements Committee know the special equipment, furniture, etc., needs for each day;
    - d. The Program Committee prepares program/speaker evaluation forms for each program; and
    - e. The Program Committee Chair provides small gifts for all speakers at the completion of their programs. The gifts are paid for out of the annual meeting budget, so the Program Chair needs to clear the amount with Local Arrangements. In past years, gifts have been cutting boards, engraved pens, paper weights, envelope openers, wooden post-it note holders, compact multi- tool kit, etc. All gifts should have SWALL emblazoned on them somewhere.
  2. For information on speaker expenses, see V. Finances, D. Speakers' Expenses, above.
  3. Saturday morning programming
    - a. Traditionally, the Saturday morning programs provide newer or less active SWALL members the opportunity to make presentations. The Program Committee should make a concerted effort to include such speakers.
    - b. In the past, the Saturday morning presentations have united under one theme (international law and legal materials, networking, American Indian law and legal materials, etc.).
- E. Committee meetings: The Program Chair and Local Arrangements Chair must set aside a specific time for the new committees to meet. Typically, an hour slot sometime after the business meeting on Friday will allow the new committee chairs to meet with their committees. This item has been left off programs in the past, but, if the organization wants the committees to be off and running, it is essential that they have an officially sanctioned time to meet.
- F. Special events: Sometimes special events will be sponsored on Thursday and/or Friday evening. The type of event will vary depending upon what sights are available and how much sponsorship the event can attract. Past

events include: a professional baseball game, dinner and entertainment at a museum or restaurant, tour and dinner at a winery, and dinner and line-dancing.

#### **VII. Those little extras**

- A. Meeting travelers at the airport: If needed, the Local Arrangements Committee may provide for a person to be at the airport to direct traffic and generally assist with getting attendees to the hotel.
- B. Local Arrangements will want to meet and provide personal transportation for the AALL visitor.
- C. Hosts/hostesses: Members of the Local Arrangements Committee should try to mingle as much as possible, greet new members, and make introductions.

#### **VIII. After the meeting**

- A. Thanking the sponsors and speakers
  - 1. It is the duty of the Local Arrangements Committee to write thank-you notes to the sponsors of events. The Committee might wish to send sponsors copies of the printed programs where their sponsored event is shown.
  - 2. The new President (and former Program Chair) should write thank-you notes to the speakers.
  - 3. The Secretary of the Chapter will aid and assist if requested to do so.
- B. Settling of accounts
  - 1. The Local Arrangements Committee forwards any bills to the Treasurer as soon after the meeting as possible for prompt payment.
  - 2. This includes the itemized list of expenses incurred by the Local Arrangements Committee (see Appendix H for reimbursement guidelines).
  - 3. The Local Arrangements Committee must provide a final budget statement regarding the annual meeting to the Treasurer by the SWALL meeting at AALL.

#### **IX. Meeting with the incoming Local Arrangements Committee**

- A. Usually the incoming Committee will want to meet with the outgoing Committee to get suggestions and warnings. Saturday lunch or dinner works very well.
- B. Within a month after the annual meeting, the outgoing Committee needs to pass on information such as vendor lists, budget, and other helpful paperwork to the incoming Committee.

### **SWALL Annual Meetings**

#### **Year Description**

1958 (April 2-4) Dallas, TX  
Southern Methodist University Organizational Meeting

1959 (April 3) Norman, OK  
University of Oklahoma 10 registrants

1960 (April 8-9) Santa Fe, NM LaFonda Hotel Meeting cancelled

1961 (April 7-8) Houston, TX University of Houston  
Ezekiel W. Cullen Building

1962 Lawrence, KS  
University of Kansas Green Hall

1963 (April 5-6) Dallas, TX  
Southern Methodist University Florence Hall

1964 (April 17-18) Tulsa, OK  
University of Tulsa Law Library

1965 (April 9-10) San Antonio, TX Granado Hotel

1966 (April 1-2) Columbia, MO University of Missouri School of Law

1967 (April 6-8) Waco, TX  
Alico Center Inn

1968 (April 18-20) Oklahoma City, OK Ramada Inn

1969 (May 1-3) Denver, CO Denver-Hilton Phipps Mansion

1970 (April 16-18) St. Louis, MO  
Stouffer's Riverfront Inn

1971 (April 15-17) Lubbock, TX Red Raider Inn  
Texas Tech Law School

1972 (March 22-24) Hot Springs, AR  
Arlington Hotel  
"K Classification" Workshop 19 registrants (advanced)  
16 registrants (basic)

1973 (April 17-20) Santa Fe, NM LaFonda Hotel 69 Registrants  
Pre-Conference Institute: Legal Bibliography Institute 75 Registrants

1974 (April 4-6) Austin, TX Driskill Hotel  
"Personnel Management" 100 Registrants

1975 (April 3-5) Columbia, MO Holiday Inn  
"Microforms in a Law Library" 80 Registrants  
Proceedings were published for \$1.25

1976 (April 15-17) New Orleans, LA Fairmont Hotel  
Joint Meeting with SEALL Chapter  
Pre-Conference Workshop:  
Private Law Librarians I Workshop Proceedings were published and sold

1977 (April 14-16) Denver, CO  
Brown Palace Hotel  
Joint Meeting w/Western Pacific Chapter "New Directions in Law Libraries:  
Multi-media, Computers & Networks in Law Libraries"  
Several sessions were taped and sold for \$1.25

1978 (March 29-April 1) Norman, OK (business meeting)  
Oklahoma City, OK Skirvin Plaza Hotel  
130 Registrants  
Proceedings of selected programs were sold for \$15.00

1979 (April 5-7) Kansas City, MO Alameda Plaza Hotel  
"Personal Professional Effectiveness" 96 Registrants  
\$30.00 fee

1980 (April 9-12) Houston, TX Houston Oaks Hotel  
"Economics and Law Libraries" Proceedings were published  
\$35.00 members fee  
\$45.00 non-members fee

1981 (March 30-April 1) Albuquerque, NM  
Sheraton Old Town  
"Federal Legislative History and Micropublishing" 68 attended

1982 (April 12-14) Dallas, TX  
Plaza of the Americas  
Concurrent programs for the 1st time 130 Registrants

1983 (March 24-26) Tulsa, OK  
Williams Plaza Hotel "Energy Law"  
25th Anniversary Party  
\$45.00 members fee  
\$55.00 non-members fee

1984 (March 28-31) Austin, TX  
Sheraton Crest Hotel

1985 (March 27-30) Fayetteville, AR  
Fayetteville Hilton  
"Communication Using High Touch Skills"  
\$50.00 members fee  
\$60.00 non-members fee

1986 (March 20-22) Waco, TX Waco Hilton "Management"  
\$50.00 members fee  
\$60.00 non-members fee

1987 (April 2-4) Denver, CO  
Westin Hotel at Tabor Center Joint meeting w/CoALL  
"The Law Library as a Workplace"  
\$55.00 members fee  
\$70.00 non-members fee

1988 (March 17-19) San Antonio, TX  
Marriott on the River Walk  
"Getting to 2001: Planning for the Future" All sessions were taped  
152 Registrants  
\$55.00 members fee  
\$70.00 non-members fee

1989 (April 6-8) Phoenix, AZ

Hyatt Regency Phoenix at Civil Plaza  
"Always Use Turn Signals: Communication & Cooperation"  
Joint Meeting with PAALL  
132 Registrants  
\$55.00 members fee  
\$70.00 non-members fee

1990 (March 22-24) Houston, TX  
J.W. Marriott at the Galleria  
"Law Librarians -The Link"  
MCLE Credit for "Law Office of the Future" Joint Meeting with HALL  
180 Registrants  
\$65.00 members fee  
\$75.00 non-members fee

1991 (April 4-6) Tulsa, OK Westin Hotel "Legal Potpourri" 90 Registrants

1992 (April 2-4) Lubbock, TX Lubbock Plaza Hotel  
"Managing for Now and the Future"  
Pre-conference workshop: "Beginning Accounting and Using Spreadsheets"  
Special Speaker: Sarah Weddington 69 Registrants  
\$75.00 fee

1993 (April 15-17) Albuquerque, NM Sheraton Old Town Inn  
"Making It So: Creating a Positive Future" 98 Registrants  
\$75.00 fee

1994 (April 14-16) Dallas, TX Melrose Hotel  
"Tough Times Never Last: Boldly Facing the Challenges of Shrinking Resources"  
109 Registrants  
\$80.00 fee

1995 (March 30-April 1) Oklahoma City, OK  
Medallion Hotel  
"Wrestling with the Future: Management Issue in the 90's"  
Registrants \$90.00 fee

1996 (March 28-30) Austin, TX  
Stouffer Austin Hotel  
SWALL/SEALL joint meeting  
"Beyond Boundaries: Law Libraries Linking Information"

1997 (April 3-5) Tucson, AZ  
Marriott -University Park  
SWALL/AzALL joint meeting  
"Looking Back and Moving Forward"

1998 (March 26-28) Houston, TX  
ITT Sheraton Luxury Collection Hotel  
SWALL 40th/HALL 20th joint meeting  
Preconference: "Applying Copyright Law"; "Legal Research for the Non-Law Librarian"  
150 plus Registrants  
\$135 member, \$145 non-member, \$90 student

1999 (April 8-10) Denver, CO Adams Mark Hotel  
"Libraries: Information Gateway to the New Millennium" 124 Registrants

2000 (March 30-April 1) San Antonio, TX  
Menger Hotel

2001 (April 18-21) Atlanta, GA  
SWALL/SEALL joint meeting

2002 (April 18-20) Ft. Worth, TX Radisson Plaza Hotel

2003 (April 3-5) Kansas City, MO  
The Marriott at County Club Plaza  
"New Paths, New Destinations"  
\$130 member; \$140 non-member; students free

2004 (March 25-27) Houston, TX  
Magnolia Hotel  
"Here & Now: Today's Law Library"  
\$185 member; \$205 non-member; \$90 student

2005 (March 28-April 2) Little Rock, AR  
Doubletree Hotel  
"Big Ideas Come From Little Rock"  
109 Registrants  
\$150 member; \$160 non-member; students free

2006 (April 6-8) Austin, TX  
Driskill Hotel  
"Information in Motion"  
\$170 member; \$180 non-member; students free

2007 (April 19-21) Tempe, AZ  
Embassy Suites Hotel  
"Desert in Bloom: Cultivating Information Access"  
\$175 member; \$185 non-member

2008 (April 10-14) Galveston, TX and Cozumel, Qunitana Roo, Mexico  
Carnival *Ecstasy*  
"Navigating the Sea of Information: Celebrating  
50 Years of SWALL!"  
Registration included in room price

2009 (March 25-28) Albuquerque, NM  
Hotel Albuquerque at Old Town  
"Soaring to New Heights"  
\$200 member; \$225 non-member

2010 (April 8-10) Waco, TX  
Hilton Waco  
"Adapt & Flourish"  
93 Registrants

2011 (November 3-5)	Lawrence, KS Oread Hotel SWALL/MAALL joint meeting "Finding the Law ... in the Land of AHHS" 21 Registrants \$195 member; \$215 non-member
2012 (March 29-31)	San Antonio, TX Menger Hotel "Embracing Today, Innovating for Tomorrow" 71 Registrants \$195 member; \$215 non-member; \$100 student
2013 (April 4-6)	Phoenix, AZ Hyatt Hotel SWALL/AzALL joint meeting "Adapt, Incorporate, Change" \$195 member; \$215 non-member; \$100 student
2014 (March 20-22)	Austin, TX Hilton Garden Inn "Mapping the New Normal" \$225 member; \$250 non-member; \$125 student
2015 (April 9-11)	Boulder, CO Millennium Harvest House "Go BOLDER in Boulder" \$225 member; \$250 non-member; \$125 student

### **SWALL Meetings at AALL**

<b>Year</b>	<b>Description</b>
1962	San Francisco Paid by SWALL
1964	St. Louis Paid by SWALL
1965	New York Howard Johnsons Approx. 40 Attended
1966	Los Angeles, CA
1969 (July 1)	Houston Luncheon University of Houston
1970 (June 29)	Washington, D.C. Shoreham Hotel
1972 (July 2)	Chicago, IL Drake Hotel
1973 (July 2)	Seattle, W A Olympic Hotel Business Meeting 35 Attended

(July 4) Olympic Grill  
Social Breakfast 31 Attended

1974 (June 26) St. Paul, MN  
Hilton Hotel 45 Attended  
\$191.00 Receipts

1975 (June 23) Los Angeles, CA Century Plaza Hotel 49 Attended

1976 (June 22) Boston, MA Sheraton-Boston

1977 (June 28) Toronto, Canada  
Sheraton Centre Hotel  
\$3.00 for Members

1978 (June 27) Rochester, NY Holiday Inn

1979 (July 3) San Francisco, CA Fairmont Hotel  
\$7.50 + tax and tip

1980 (June 25) St. Louis, MO  
Chase Park Plaza Hotel  
\$7.33 for Members

1981 (June 28) Washington, D.C. Washington Hilton  
Partly subsidized by SWALL

1982 (June 15) Detroit, MI Westin Hotel

1983 (June 13) Houston, TX  
Hyatt Regency Hotel

1984 (July 2) San Diego, CA Sheraton Harbor Island  
\$5.00

1985 (July 8) New York, NY  
Offices of the Bar Association of the City of New York  
\$5.00 for Members

1986 (July 7) Washington, D.C. Washington Sheraton Hotel  
\$7.50

1987 (July 6) Chicago, IL  
Hyatt Regency in the Illinois Center  
\$6.00

1988 (June 29) Atlanta, GA Marriott Marquis  
\$5.00 if pre-registered  
\$10.00 otherwise and Noll-SWALL Members

1989 (June 21) Reno, NV Bally's MGM  
\$6.00 pre-paid  
\$12.00 at the door

1990 (June 18) Minneapolis, MN  
Minneapolis Convention Center 100+ Attended  
\$6.00 Members  
\$11.25 Non-members

1991 (July 22) New Orleans, LA New Orleans Hilton  
\$8.00 Members  
\$14.50 Others

1992 (July 20) San Francisco, CA  
\$12.00 pre-paid  
\$16.00 at the door  
\$20.00 Non-members

1993 (July 12) Boston, MA  
Hynes Convention Center  
\$12.00 pre-paid  
\$17.00 at the door  
\$20.00 Non-members

1994 (July 11) Seattle, WA  
Washington State Convention and Trade Center 12.00  
Changed from a breakfast to a cocktail hour

1995 (July 17) Pittsburgh, PA  
D.L. Lawrence Convention Center  
\$15.00 pre-paid and at the door Changed back to a breakfast meeting

1996 (July 24) Indianapolis, IN  
Indianapolis Convention Center Breakfast meeting

1997 (July 23) Baltimore, MD Sheraton Breakfast meeting

1998 (July 14) Anaheim, CA Hilton  
\$20.00  
Changed to a luncheon meeting

1999 (July 20) Washington, DC Grand Hyatt-Latrose Breakfast Meeting

2000 (July 17) Philadelphia, PA Marriot  
Reception (Jointly sponsored and hosted with DALL & HALL)

2001 (July 16) Minneapolis, MN Hilton  
Reception (Jointly sponsored and hosted with DALL & HALL)

2002 (July 21) Orlando, FL  
Peabody Hotel  
Reception (Jointly sponsored and hosted with DALL &  
HALL)

2003 (July 15) Seattle, WA  
Sheraton Seattle Hotel and Towers  
Reception (Jointly sponsored and hosted with DALL &  
HALL)

2004 (July 13) HALL)	Boston, MA Sheraton Boston Reception (Jointly sponsored and hosted with DALL &
2005 (July 17) HALL)	San Antonio, TX Marriott Riverwalk Reception (Jointly sponsored and hosted with DALL &
2006 (July 9) HALL)	St. Louis, MO Renaissance Grand Hotel Reception (Jointly sponsored and hosted with DALL &
2007 (July 15) HALL)	New Orleans, LA Hilton New Orleans Riverside Reception (Jointly sponsored and hosted with DALL &
2008 (July 13) HALL)	Portland, OR Hilton Portland & Executive Tower Reception (Jointly sponsored and hosted with DALL &
2009 (July 26) HALL & UNT)	Washington, D.C. Renaissance Washington, D.C. Reception (Jointly sponsored and hosted with DALL,
2010 (July 11) HALL & UNT)	Denver, CO Hyatt Regency Reception (Jointly sponsored and hosted with DALL,
2011 (July 24)	Philadelphia, PA Philadelphia Marriott Business Meeting and Reception
2012 (July 22) HALL & UNT)	Boston, MA Legal Sea Foods Copley Reception (Jointly sponsored and hosted with DALL,
2013 (July 14) HALL & UNT)	Seattle, WA Dragonfish Restaurant Reception (Jointly sponsored and hosted with DALL,
2014 (July 13)	San Antonio, TX Acenar Restaurant Reception (Jointly sponsored with HALL, DALL, and UNT)
2015 (July 19)	Philadelphia, PA

Moriarty's Pub  
Reception (Jointly sponsored with Hall, DALL, and UNT)

## APPENDIX E

### **SWALL BULLETIN GUIDELINES AND PUBLICATION SCHEDULE**

#### **I. Introduction**

The *SWALL Bulletin* is published online on the SWALL website three times per year: summer, fall, and spring. The Editor acts as Chair of the Publications Committee and may serve for no more than three consecutive years.

#### **II. Acquiring Information**

Materials for the *Bulletin* may be obtained from a variety of persons and publications. Generally, the Editor's responsibility does not extend to writing original material but, instead, encompasses **selecting** and **editing** articles and information.

##### **A. SWALL Board of Directors**

1. No issue of the *SWALL Bulletin* should ever be published without consultation with the President of SWALL concerning the President's Message: (i.e., From the Bench column) and any other information he/she wants included.
2. In addition, it may be necessary to contact the Secretary and/or Treasurer for their reports to be included in the issues following the business meetings at the SWALL annual meeting and the AALL annual meeting.

##### **B. Liaisons and Chairs**

1. To facilitate newsgathering, the Editor may appoint persons from the eight states making up SWALL to act as liaisons for the Bulletin. They can solicit and receive news, and relay it to the Editor. Contact the liaisons a month ahead of the deadline to remind them to pass on interesting news.
2. Four to six weeks prior to a publication deadline, contact all committee chairs and AALL liaisons and remind them that if they have reports to be included they must be in by the deadline. A form letter may prove useful.

##### **C. Other Sources**

1. The Editor should ask Publications Committee members to suggest and write articles on subjects of interest to the SWALL membership.
2. The Editor may wish to continue established columns and columnists.
3. Copies of suitable articles which appear in other publications may be reprinted, after obtaining permission from the newsletter which first printed it. Other AALL chapter publications are an especially good source. (Check chapter websites for recent newsletter issues).
4. The Editor should gather any written reports, particularly Treasurer's reports, at SWALL meetings, and should pay particular attention to proceedings.

#### **III. Electronic Publication**

- A. The *SWALL Bulletin* will only be published electronically as a Web- based journal on the SWALL website.
- B. Each issue will be published as a separate sub-directory of the Bulletin directory of the SWALL website.
- C. When a new issue of the *SWALL Bulletin* is ready for distribution, the Chair of the Publications Committee shall send notifications to the following library listservs:
  1. SWALL Listserv (swall@aallnet.org)
  2. LAW-LIB (law-lib@ucdavis.edu)
  3. AzALL (Arizona Association of Law Libraries: Contact AzALL Webmaster or President for posting information)

4. CoALL List (Colorado Association of Law Libraries: Contact CoALL Webmaster or President for posting information)
5. DALL Listserv (Dallas Association of Law Libraries: Contact DALL Webmaster or President for posting information)
6. HALL-L (Houston Association of Law Libraries: hall- l@listserv.uh.edu)
7. Any other listserv or posting that would be appropriate.

#### IV. **SWALL Bulletin Contents and Printing Schedule**

- A. Headings: The following list includes suggestions for the headings and their descriptions currently being used in the *SWALL Bulletin*:
  1. **From the Bench** - President's Letter
  2. **In This Issue** - Table of Contents.
  3. **Pro Forma** - Treasurer's Annual Report
  4. **Transcript** - SWALL Business Meeting Minutes
  5. **Headnotes** - SWALL Information and Committee Reports
  6. **Hearsay** - Membership News
  7. **Amended Pleadings** - Changes in Directory Listings, New Members, etc.
  8. **Outside Counsel** - News from AALL and other chapters
  9. **Expert Testimony** - Conferences/Symposia (essentially, the Continuing Education list from AALL)
  10. **Briefing the Case** - Research tips/continuing education; usually an annotated bibliography, compiled by a member of the Publications Committee or another interested person
  11. **Dicta** - General news and notes
  12. **Discovery** - Professional Reading (has usually been compiled by the Bulletin Editor or by another member of the Committee)
  13. **Exhibits** - New developments in SWALL states
  14. **Change of Venue** - Job announcements
  15. **Quid Pro Quo** - Wants/Gifts/Exchanges
  16. **Practice and Procedure** - Private law librarians' column
  17. **Future Interests** - Internet column (written by the SWALL Webmaster)
  18. **Historical Notes** - SWALL history column (written by the SWALL Archivist)
  19. **DOCS column (untitled)** - Information and news on government documents issues (written by interested person(s))
  20. **Wills and Trusts** - Column on preservation issues
  21. **From the Bailiff** - Editor's page
  22. **Expert Witnesses: Regional Reports** - News from SWALL states
- B. Publishing Schedule
  1. Not every heading/section is used in every issue and the editor may use other headings provided that they follow the litigation theme of the headings listed in section IV.A. of this Appendix.
  2. Headings/sections for each issue
    - a. From the Bench, In This Issue, Headnotes, Briefing the Case, Outside Counsel, and SWALL Officers and Committee Chairs.
    - b. Other columns will appear as needed, but are not required.

#### **Summer:**

1. From the Bench
2. Transcript (Minutes of the SWALL Annual Business Meeting)
3. Pro Forma (Treasurer's Annual Report delivered at the SWALL Annual Business Meeting)
4. Outside Counsel
5. Headnotes

- a. Additional Committee Reports, if any
- b. Report(s) from the SWALL Travel Grant and Lori Bull Dodd Memorial Travel Grant Recipient(s)
6. Briefing the Case
7. SWALL Officers and Committee Chairs

**Fall:**

1. From the Bench
2. Transcript (Minutes of the SWALL Business Meeting held during the AALL annual meeting)
3. Outside Counsel
4. Headnotes
  - a. SWALL Annual Meeting Program and/or Local Arrangements Committee news, if possible
  - b. Additional Committee Reports, if any
  - c. Report(s) from the AALL Travel Grant Recipient(s)
5. Briefing the Case
6. SWALL Officers and Committee Chairs

**Spring:**

1. From the Bench
2. Outside Counsel
3. Headnotes
  - a. SWALL Annual Meeting Program and/or Local Arrangements Committee news, if possible
  - b. Additional Committee reports, if any
4. Briefing the Case
5. SWALL Officers and Committee Chairs

C. Miscellaneous provisions

1. AALL requires that all AALL information appearing in Chapter/SIS newsletters should be accompanied by the AALL logo.
2. Requests for copies of articles from other Chapter/SIS newsletters should be referred to the appropriate newsletter editor. Thus, all requests for copies of *SWALL Bulletin* articles should come to the Editor.

## **APPENDIX F**

### **SWALL Archives Guidelines**

#### **General Comments**

The Southwestern Association of Law Libraries was started in 1958 in order to promote law librarianship in the southwestern part of the country. To further this end SWALL has established an archive that will be the depository of any significant information about the organization and its members. It will be a reference source to present and future members as well as a repository for important documents created by the organization.

The following document is intended as a guideline for what materials will be collected, processed, arranged, and retained. It is also the guideline to establish who will be responsible for processing materials, how the materials will be obtained, and the policy governing their use.

#### **Contents**

Before any records are processed they should be checked against a list of required documents that have been established by SWALL. This list is only a guideline. If other records are deemed important they will be added as well. The general guideline for judging records is if the materials are of historical importance (i.e. evidential or informational). These would be documents that tell the history of the organization and its activities or provide unique information about the organization. The following is a list of materials that should be collected:

1. Historical incorporation, organization papers.
  2. Constitution, Articles of Incorporation, and Bylaws (past and present with dates).
  3. Presidential correspondence and final documents.
  4. Reports of officers, committee chairs, commissions.
  5. Executive board agendas, minutes edited and approved.
  6. Financial - budgets, treasurer's reports, investment records, audits, tax exemptions.
  7. Standing committee reports.
  8. Special committee reports and/or weeded internal papers.
  9. Procedural handbooks/manuals (dated).
  10. Conference - programs, reports, financial statements.
  11. Lists of scholarship, grant, and award recipients.
  12. Publications - directories, newsletters, and other significant works.
  13. Agreements, contracts, documents of commitment or intent with all persons, organizations, corporations, etc., external to SWALL.
  14. Copyright registrations.
  15. Press releases issued by SWALL.
  16. Forms and sample questionnaires. Housing
- See deposit agreement (Attachment I, Appendix F).

#### **Archivist**

The Archivist is responsible for collecting, selecting, sorting, arranging, and filing the archival materials. It is therefore recommended that the Archivist be a long-term appointment or the additional function of an elected officer. This should be defined by the bylaws or procedures manual of SWALL.

#### **Retention Schedules**

Records are of two types - permanent or temporary. Permanent records are those records that should be sent to the Archives. A list of records to be retained is under the "Contents" section of these guidelines. A retention schedule is attached (Appendix F - Attachment II) to provide guidelines for records keeping. The retention policies are for permanent and temporary records. Temporary records are those records that are usually kept five years or less. Temporary records that are only held for one or two years usually remain with the officer or committee they pertain to. Temporary material that is to be kept for five years should go to the Archives after two years.

Before records are sent to the Archives they should go to the Archivist. It will be the responsibility of the Archivist to do a thorough weeding before adding materials to the permanent files.

### **Transfer of Materials**

Materials should be transferred from outgoing officers and committee chairs to the incoming officers and committee chairs. After reviewing the files in a timely manner (approximately two months after taking office), the files should be transferred to the Archivist. As stated before, the records retention schedule should be followed and no officer or committee chair should retain files for longer than two years.

The Archivist will be responsible for collecting materials if they are not sent to the Archivist by the end of the second month after the annual SWALL meeting. The Archivist may choose to either put a notice in the *SWALL Bulletin* or contact each officer or committee chair.

### **Organization of Archives**

The following is a list of how the files should be organized in the Archives:

1. General materials (those pertaining to the organization as a whole)
2. Constitution, Articles of Incorporation, and Bylaws History
3. Procedures Manual
4. Membership lists
5. Lists of award recipients, etc.
6. Officers
7. Rosters, minutes, reports, etc.
8. Committees
9. Projects - conferences, workshops, etc.
10. Publications
11. *SWALL Bulletin*
12. Conference programs

### **Filing of Archives**

Folders should be labeled to reflect what types of materials are inside. The folders should be put in order according to the above description. Under each main heading the folders should be in alphabetic order. Inside each folder the materials should be in chronological order, with the latest material in front.

If possible, any materials that are of special value should be kept in acid-free archival folders. Any special materials that are on mimeograph or older fax paper should be copied onto acid-free paper. Special materials are those that will be retained permanently.

### **Archivist's Reference File or Finding Aid**

The Archivist will maintain a reference file or finding aid for all materials in the Archive. This will be comprised of a list of folders in the Archive as well as a quick reference file that contains in more detail the following items:

1. Officers - a list of elected officers, and committee chairs and members for the last 10 years.
2. Programs - a list of activities for the last 10 years (including date, program title, and speakers(s)).
3. History - outstanding dates and events for the organization, from the beginning.
4. Special publications - a list of titles and dates of publications.

## **Attachment I**

### **Deposit Agreement**

**Agreement Between Fred Parks Law Library, South Texas College of Law  
and  
Southwestern Association of Law Libraries**

### **Regarding the Storage of Chapter Archives**

The Fred Parks Law Library, South Texas College of Law (hereinafter the INSTITUTION) agrees to provide, without charge, to the Southwestern Association of Law Libraries (hereinafter the CHAPTER), space to be used to house the Archives of the CHAPTER subject to the following conditions:

- (1) The CHAPTER will be responsible for providing securable physical equipment and supplies for the Archives. [Such housing is subject to the approval of the INSTITUTION].
- (2) The location of the floor space will be determined by the INSTITUTION [and will be subject to change should such space be required for the INSTITUTION'S use]. The CHAPTER retains the right to withdraw the Archives from the INSTITUTION during the term of this agreement should a changed location not be approved by the CHAPTER.
- (3) The CHAPTER retains ownership of the Archives and agrees to provide any additional insurance agreed by both parties as necessary to cover damage or loss of the Archives.
- (4) The INSTITUTION shall not be liable for any loss or damage to the Archives during the time that they are housed by the INSTITUTION except for such loss or damage as may result from willful or gross negligence of the INSTITUTION, its employees or agents.
- (5) The CHAPTER will be responsible for the organization and maintenance of the Archives and for preparation and maintenance of any access tools or finding aids necessary to service the Archives.
- (6) The INSTITUTION agrees to allow in-building use of the Archives to persons authorized by the CHAPTER to have access to the files.
- (7) The CHAPTER agrees to provide identification for persons authorized to have access to the Archives and to provide the INSTITUTION prior notification of persons so authorized. [In addition, the CHAPTER agrees to provide the INSTITUTION with forms for submission to the CHAPTER for use by students or others seeking use of the Archives].

Both parties agree to the terms of this agreement until the needs of the INSTITUTION become such that housing the CHAPTER archive is unsupportable. In the event this agreement is terminated, the CHAPTER agrees to remove the Archives and housing from the INSTITUTION'S space within sixty (60) days after official notification of the termination to the SWALL Executive Board. Should the Archives and housing not be removed by the CHAPTER within the stipulated time period, ownership of the Archives and housing will automatically transfer to the INSTITUTION.

---

\_\_\_\_\_  
(Date)            (Name)

(Title)

Fred Parks Law Library, South Texas College  
of Law

\_\_\_\_\_  
(Date)            (Name)

(Title)

Southwestern Association of Law-Libraries

(This agreement was signed 05/02/2013 by David Cowan, Director, Fred Parks Law Library, South Texas College of Law and by Caren Luckie, President, Southwestern Association of Law Libraries)

## Attachment II

### Retention Schedule

<b>Record group</b>	<b>Retention policy</b>
General	
-Constitution, including all revisions and Amendments	Permanent
-Articles of Incorporation, including all revisions and amendments	Permanent
-Bylaws, including all revisions	Permanent
-History of the organization	Permanent
-Membership lists	Permanent*
-Scholarship, grant, and award recipients	Permanent
-Minutes of business meetings	Permanent
-Procedural handbooks/manuals (dated)	Current issue
-Publicity	Permanent
-Agreements, contracts, documents of commitment or intent	Permanent
-Copyright registrations	Permanent
Officers	
-List of officers and committee members	Permanent
-Executive Board minutes	Permanent
-President	
Annual report	Permanent
Correspondence	
To/From members	1 yr. & curr.**
To/From AALL	1 yr. & curr.**
To/From others	1 yr. & curr.**
-Treasurer	
Annual report	Permanent*****
Bank statements, checks, passbooks, receipted bills, other accounting records	5 yr.
-Miscellaneous	1 yr. & curr.**
Committees	
Reports	5 yr. & curr.***
Correspondence	1 yr. & curr.**
Projects - Including conferences, workshops, etc.	
Reports	5 yr. & curr.***
Correspondence	1 yr. & curr.
Forms and sample questionnaires	5 yr. & curr.
Programs	Permanent
Publications	
1 copy of each	Permanent
Extra copies	
Directory	5 yr. & curr.

Bulletin  
Other

5 yr. & curr.  
to be determined

\*Keep permanently unless it is published in the *SWALL Bulletin*.

\*\*If there is a policy statement or other important business, retain it permanently.

\*\*\*Keep the specified period of time unless they are published in the *SWALL Bulletin*.

\*\*\*\*A copy should be sent to the attorney's office.

### **Southwestern Association of Law Libraries Policy and Regulations Governing Use of the Archives**

Since 1958 the Southwestern Association of Law Libraries (hereafter referred to as SWALL) has represented and promoted law librarianship in the southwestern region of the United States. SWALL has promoted law librarianship through its meetings, committees, and publications. Because of its goals of promoting law librarianship, SWALL established an archive in 1991 as a resource for present members as well as future researchers. Through an agreement set up in 1991, the archive was housed at the Texas State Law Library. It now resides at the Fred Parks Law Library, South Texas College of Law.

The following policies governing the use of the SWALL Archives are intended as a guide for those who may use the Archives and how the materials may be used. These policies try to take into consideration the needs of researchers, members, restrictions imposed by authors, donors, or SWALL, and the need for preservation of the documents.

#### **Consultation**

1. In order to receive permission to examine materials in the Archives, a person must make written application to the SWALL Archivist or President. Permission is subject to any restrictions placed on the files by the author, donor, or SWALL and given at the discretion of the Archivist, President, or Special Collections Librarian, Fred Parks Law Library. If permission is denied, the person may write to the Executive Board for an appeal. The SWALL Archivist will retain the completed application form.
2. SWALL Executive Board members and the Archivist are exempt from the permission requirement, during their tenure, for the consultation and photocopying of materials except where there are restrictions attached.
3. Permission is not required for the consultation of the organizations publications that may be housed in the Archives.
4. All archival materials are to be used at the Fred Parks Law Library. If a person needs to borrow any materials, they must receive written permission from the Archivist or the President. Anyone using the Archives must conform to the regulations governing their handling.

#### **Photocopying**

1. Users of the Archives may not copy any materials unless they have given written assurance that no document will be published or reproduced without the written consent of the author and SWALL.
2. If a person has given written consent, they will be granted the right to

photocopy materials except where restrictions have been placed by the author, the donor, or SWALL and they comply with the fair use provisions of the Copyright Act.

3. If a researcher cannot come to the Fred Parks Law Library, they may make application to the State Law Librarian to have some materials copied, providing they comply with the above restrictions. The Special Collections Librarian has the right to refuse any request that may cause undue burden to the staff of the library.

### **Publication**

1. If a person wants to publish something they have read or copied from the Archives, they need to obtain written permission from the SWALL President and the holder of any literary rights.
2. Permission to publish will generally be granted provided that the publication meets scholarly standards and written permission has been granted from the copyright holder.
3. When permission is granted, the user agrees to indicate that the original materials are located in the SWALL Archives and the user assumes full responsibility for any copyright infringement that may result from the publication.

Southwestern Association of Law Libraries Archives

User Application

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Institutional or organization affiliation

\_\_\_\_\_  
City State Zip Code

I hereby make application to consult and/or copy from the following records in the Southwestern Association of Law Libraries Archives:

\_\_\_\_\_  
\_\_\_\_\_

I am using this material for:

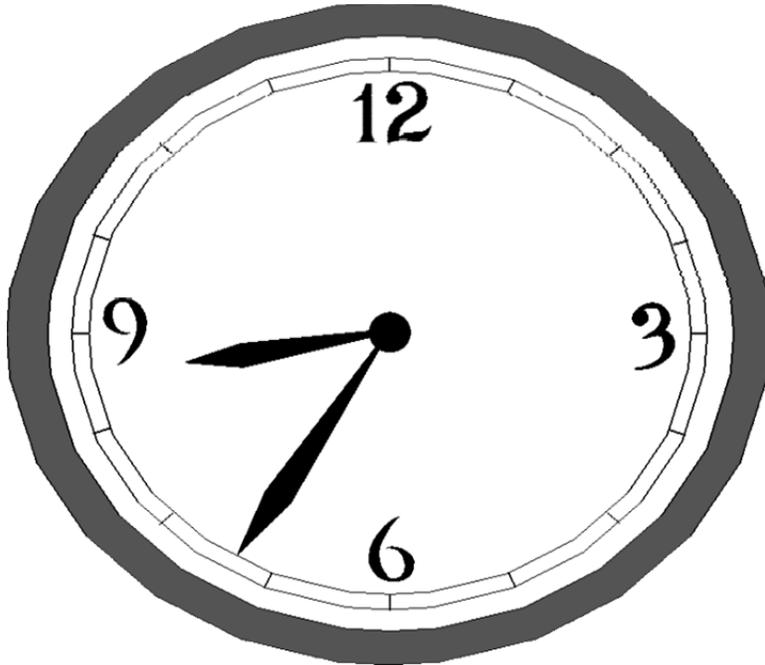
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree not to publish or present any part of materials I have examined and/or copied without written approval of the author(s) and the President of SWALL. I also assume full responsibility for any copyright infringements or other infringements, which may pertain to this material.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

## SWALL ARCHIVES REMINDER



Date:

To: All officers and committee chairs

From: The Archivist

It has now been two months since we last met at the SWALL conference. Hopefully you have had some time to look at the files you may have inherited from the previous officers and committee chairs. It is now time to remind you of your duty to deposit the appropriate documents to the Archivist so that they may be sorted through and deposited in the SWALL Archives.

According to the Guidelines for the SWALL Archives: two months after the annual SWALL conference all officers and committee chairs are to send all official SWALL business files, except for files that are under two years old and are deemed a necessity to the present officer, to the SWALL Archivist. The Archivist will then make a determination of whether or not to keep the files based on the Archives retention schedule and list of files to be retained, as established in the Guidelines for SWALL Archives.

Please help to keep the SWALL Archives up to date so that we may have a recorded history of SWALL. Your cooperation will be appreciated.

## APPENDIX G

### SWALL OFFICERS, 1958-2015

Year	Officers
1958-59	Mortimer Schwartz, President Harrison McDonald, Vice President Gueneth Babcock, Secretary-Treasurer
1959-60	Harrison McDonald, President Hibernia Turbeville, Vice President Gueneth Babcock, Secretary-Treasurer
1960-61	Hibernia Turbeville, President Hazel Anderson, Vice President Gueneth Babcock, Secretary-Treasurer
1961-62	Hazel Anderson, President George Skinner, Vice President Nell Yeargin, Secretary-Treasurer
1962-63	George Skinner, President Myron Jacobstein, Vice President Nell Yeargin, Secretary-Treasurer
1963-64	Charlotte Highland, President Dwain Gay, Vice President Nell Yeargin, Secretary-Treasurer
1964-65	Alfred J. Coco, President Marcia Miller, Vice President Nell Yeargin, Secretary-Treasurer
1965-66	Marcia Miller, President
1965-67	Della Geyer, Vice President Nell Yeargin, Secretary-Treasurer
1966-67	Della Geyer, President Hanna Atkins, Vice President Nell Yeargin, Secretary-Treasurer
1967-68	Hanna Atkins, President Alphonse Squillante, Vice President Dell DeHay, Secretary-Treasurer
1968-69	Alphonse Squillante, President Marian Boner, Vice President Dell DeHay, Secretary-Treasurer
1969-70	Marian Boner, President Oscar Miller, Vice President Dell DeHay, Secretary-Treasurer
1970-72	Oscar Miller, President Ruth Brunson, Vice President Dell DeHay, Secretary-Treasurer
1972-74	Ruth Brunson, President Laura N. Gasaway, Vice President Dell DeHay, Secretary-Treasurer
1974-76	Laura N. Gasaway, President Elizabeth Ellington, Vice President Dell DeHay, Secretary-Treasurer

1976-77 Elizabeth Ellington Parrigin, President Bernard Reams, Vice President  
Leigh Morris, Secretary-Treasurer

1977-78 Bernard Reams, President Jim Hoover, Vice President  
Velvet Glass, Secretary-Treasurer

1978-79 Bernard Reams, President Jane Olm, Vice President Velvet Glass, Treasurer  
Melanie Nelson, Secretary

1979-80 Jane Olm, President  
D.A. Divilbiss, Vice President Velvet Glass, Treasurer Melanie Nelson, Secretary

1980-81 D.A. Divilbiss, President Bob Grundy, Vice President Carolee Tolotti,  
Treasurer Melanie Nelson, Secretary

1981-82 Bob Grundy, President Charles Dyer, Vice President  
Carolee Tolotti Cote, Treasurer Melanie Nelson, Secretary

1982-83 Charles Dyer, President Jon Schultz, Vice President Gail Sisson, Treasurer  
Melanie Nelson, Louise Covington, Secretary

1983-84 Jon Schultz, President  
Lois Calvert, Vice President Gail Sisson, Treasurer Louise Covington, Secretary

1984-85 Lois Calvert, President  
James Hambleton, Vice President Gail Sisson, Treasurer  
David Cowan, Secretary

1985-86 James Hambleton, President Jane Ward, Vice President Gail Sisson,  
Treasurer David Cowan, Secretary

1986-87 James Hambleton, President Barbara Bintliff, Vice President Jane Addison,  
Treasurer David Cowan, Secretary

1987-88 Barbara Bintliff, President David Cowan, Vice President  
Jane Addison, Gail Sisson, Treasurer Elizabeth K. Schneider, Secretary

1988-89 David Cowan, President  
Jeanne C. Reynolds, Vice President  
Barry Gilbert, Treasurer  
Elizabeth K. Schneider, Secretary

1989-90 Jeanne Reynolds, President  
Lou Lindsey, Vice President  
Barry Gilbert, Treasurer  
Elizabeth K. Schneider, Secretary

1990-91 Lou Lindsey, President  
Elizabeth Schneider, Vice President  
Barry Gilbert, Richard R. Guajardo, Treasurer  
Susan Kendrick, Secretary

1991-92 Barbara Bintliff, President

Sharon Blackburn, Vice President  
Richard Guajardo, Treasurer  
Carol Elliott, Secretary

1992-93 Sharon Blackburn, President Kay Schlueter, Vice President Richard  
Guajardo, Treasurer Carol Elliott, Secretary

1993-94 Kay Schlueter, President  
Lana Caswell-Garcia, Vice President Cynthia Montalvo, Treasurer  
Carol Elliott, Secretary

1994-95 Lana Caswell-Garcia, President Mary Ann Nelson, Vice President Cynthia  
Montalvo, Treasurer Maria E. Protti, Secretary

1995-96 Glen-Peter Ahlers, President Richard E. Ducey, Vice President Tobin A.  
Sparling, Treasurer Maria E. Protti, Secretary

1996-97 Glen-Peter Ahlers, President Richard E. Ducey, Vice President Tobin A.  
Sparling, Treasurer Maria E. Protti, Secretary

1997-98 Richard E. Ducey, President Rita R. Dermody, Vice President Susan  
Spillman, Treasurer Martha Campbell, Secretary

1998-99 Monica M. Ortale, President  
W. David Gay, Vice President Susan Spillman, Treasurer  
Martha Campbell, Secretary

1999-2000 W. David Gay, President  
Mitch Counts, Vice President  
Susan Phillips, Treasurer  
Hyla Bondouff, Secretary

2000-2001 Mark Estes, President Beth Youngdale, Vice President Susan Phillips,  
Treasurer Hyla Bondouff, Secretary

2001-2002 Beth Youngdale, President Kathryn Fitzhugh, Vice President Joan O'Mara,  
Treasurer Susan Spillman, Secretary

2002-2003 Kathryn Fitzhugh, President Sharon Wayland, Vice President Joan O'Mara,  
Treasurer Susan Spillman, Secretary

2003-2004 Sharon Wayland, President  
Susan Phillips, Vice President  
Joan O'Mara, Treasurer  
Susan Spillman, Secretary

2004-2005 Susan Phillips, President  
Yvonne Chandler, Vice President  
Joan O'Mara, Treasurer  
Susan Scoble, Secretary

2005-2006 Yvonne Chandler, President  
Barbara Fullerton, Vice President

Caren Luckie, Treasurer  
Peggy Martindale, Secretary

2006-2007 Yvonne Chandler, President  
Anna Teller, Vice President  
Caren Luckie, Treasurer  
Peggy Martindale, Secretary

2007-2008 Anna Teller, President  
Katherine Greene, Vice President  
Caren Luckie, Treasurer  
Peggy Martindale, Secretary

2008-2009 Katherine Greene, President  
Terri Wilson, Vice President  
Kris Helge, Treasurer  
Michelle Rigual, Secretary

2009-2010 Terri Wilson, President  
Michelle Rigual, Vice President  
Kris Helge, Treasurer  
Jennifer Laws, Secretary

2010-2011 Michelle Rigual, President  
Mon Yin Lung, Vice President  
Kris Helge, Treasurer  
Lauren D. Van Waardhuizen, Secretary

2011-2012 Mon Yin Lung, President  
Robert Hu, Vice President  
Jennifer L. Laws, Treasurer  
DeCarlous Spearman, Secretary

2012-2013 Robert Hu, President  
Caren Luckie, Vice President  
Jennifer L. Laws, Treasurer  
DeCarlous Spearman, Secretary

2013-2014 Caren Luckie, President  
Kathleen Bransford, Vice President  
Jennifer L. Laws, Treasurer  
Stacy Fowler, Secretary

2014-2015 Kathleen Bransford, President  
Jennifer Laws, Vice President  
Katy Stein Badeaux, Treasurer  
Stacy Fowler, Secretary

## APPENDIX H

### REIMBURSEMENT GUIDELINES FOR ANNUAL MEETING PLANNING AND AWARDS

Each expense submitted for reimbursement must be supported with a receipt and/or accompanying statement.

- I. Reimbursements under \$25.00 for Meeting Expenses
  - a. It is acceptable to submit reimbursement for any amount under \$25.00 without a receipt.
  - b. It is preferred that a receipt be submitted, but this exception can be used in cases where someone has misplaced a receipt or never received one in the first place.
  - c. Please include a separate statement explaining the lack of documentation and include it with the materials submitted to the SWALL Treasurer.
- II. No Expense more than \$25.00 may be reimbursed without a receipt.
- III. Personal Credit Card Purchases relating to Meeting Expenses
  - a. If a SWALL meeting planner wishes to use his or her personal credit card for annual meeting expenses in excess of \$500, he or she will be required to submit copies of credit card statements showing all SWALL meeting expenses charged to the personal credit card as a part of the supporting documentation for expense reimbursement.
- IV. Expense Reimbursement Form
  - a. Persons seeking reimbursement for meeting expenses must fill out an Expense Reimbursement Form (see below). For editable versions of the form, consult the SWALL website or contact the SWALL Treasurer.





## APPENDIX I

### THE PRE-CONFERENCE EDUCATIONAL OUTREACH PROGRAM PROCEDURES

In compliance with SWALL's educational mission, the Legal Information Services to the Public Committee should coordinate with the Local Arrangements Committee before the annual meeting to arrange for a pre-conference program designed to educate the public on legal and law-related issues. The following are some suggested procedures for the pre-conference program arrangements.

- I. The title of the pre-conference program should be "Legal Research for the Non-Law Librarian."
- II. Schedule for the pre-conference program: The pre-conference program is held on the Thursday morning prior to the annual meeting opening luncheon. It should take place from 8:00 a.m. – 12:00 p.m. If the meeting location or the execution of a joint meeting makes this time impossible, alternative dates and times should be proposed to the Board of Directors for approval.
- III. Contact the Local Arrangements Committee for the host city for the following:
  - A. Location of the pre-conference program: It should take place at the conference hotel or at a local law school. If possible, arrange for a room with tables so that notes may be taken easily. Equipment and technology needs will include a projector, screen, laptop, and internet access.
  - B. The conference hotel would be the preferable location since it is easier for the speakers to set up and make it to the opening luncheon on time.
  - C. Refreshments for the pre-conference program: If the Local Arrangements Committee is aware of the pre-conference program during the planning stage, the cost of refreshments should not be a problem. Refreshments at hotels are expensive and you cannot bring in outside refreshments. The pre-conference program will need to be part of the local arrangements budget. If the pre-conference program is held at a local law school, you can usually bring in your own refreshments.
    1. Past refreshments: coffee/tea/juice/water with pastries, muffins etc. Sometimes we have apples and/or bananas.
    2. Find out from the Local Arrangements Committee when you need to get the count for the refreshments to them.
  - D. Contact speakers for the following topics: the Reference Interview, the State Court System, State Statutes, and Finding State and Federal Law on the Internet. For the pre-conference program topics, State = the host state for the annual meeting.
    1. Find contact information for non-law libraries located in the host city's county and the touching counties. State library directories are helpful. The Local Arrangements Committee may have suggestions on the best way to find contact information for their state.
    2. Once you have contact information for the non-law libraries, try all available means to reach your target audience, whether it is via email, listservs, regular mail, etc.
- IV. Pre-Conference Program Brochure: Create a brochure/registration form with the basics: what, where, when, pre-conference program registration costs, parking information (include parking costs if available), and where and to whom to send the form with the pre-conference registration fee. Include the designated contact person's physical and email addresses and the registration deadline. Contact the Publications

Committee and Local Arrangements Committee for help with producing the brochures for the pre-conference program.

V. Pre-Conference Registration Fee: The cost for the pre-conference program has been historically set at the \$5.00 price so that we could get an idea of how many handouts to make and how many refreshments we would need. We have allowed people to register and pay at the door. The LISP Committee has flexibility to set the registration fee as appropriate for each year's circumstances. LISP experienced success at the Boulder, CO Pre-Conference (2015) with a \$0.00 registration fee.

VI. Attendance: As to the number of people who will show up, we have had as few as 7-8 attendees to a roomful. At the Boulder, CO Pre-Conference (2015) the bulk of the participants participated by webinar.

VII. Pre-Conference Program Fee Arrangements: Have a receipt book or receipts for the attendees that register and pay at the door for the pre-conference program.

VIII. Pre-Conference Program Handouts: It is a good idea to have a handout with contact information for local resources: Legal Aid, public and academic law libraries, courts, websites (lawhelp if available), etc. Find out if the handouts will be printed locally or if the speakers will be printing and traveling with their own handouts.

IX. Reimbursements for the Pre-Conference Program: postage and printing costs receipts should be turned in to the SWALL Treasurer. If the pre-conference program is held off-site, include the refreshment receipts. Please refer to Appendix H for the reimbursement guidelines.