

Legal Information Preservation Alliance

Strategic Plan 2009-2012
Adopted July 2009
Updated June 2010

Mission

The mission of the Legal Information Preservation Alliance (LIPA) is to provide the leadership, the organizational framework, and the professional commitment necessary to preserve vital legal information by defining objectives, endorsing and promoting the use of appropriate standards and models, creating networks, and fostering financial and political support for long term stability.

Introduction

LIPA is a 501(c)(3) organization of libraries governed by a Board of Directors elected by the membership. The day-to-day operations are managed by an Executive Director hired by the Board. It is funded by annual membership dues from its institutional members, a contribution from the American Association of Law Libraries, and grant funding as available.

This plan applies to the preservation of both print and born digital materials. The focus of the strategic plan is to set an agenda for collaboration, education, and advocacy. The recommendations that follow are organized by topic rather than in priority order.

A. Preservation activities

1. Promote the preservation of born digital legal materials.
 - a. Update the preservation inventory, focusing first on primary state materials.
 - b. Support the establishment of projects to preserve born digital primary state materials.
 - c. Analyze existing projects/services that preserve or provide assistance for digital preservation.
2. Establish the Legal Information Archive (LIA) as a LIPA database of legal materials.
 - a. Appoint a steering committee charged with oversight of the project.
 - b. Develop guidelines on collection planning, staffing, and workflow for LIA members.
 - c. Develop list(s) of legal materials that are a high priority for digital capture and preservation.
3. Promote the preservation of print legal materials.
 - a. Continue to engage in efforts to establish dark archives for permanent preservation of print materials.
 - b. Promote the establishment of print repositories that serve as gray archives with uniform lending agreements.
 - c. Establish a "check before you discard" campaign.

4. Update and revise the preservation inventory.
 - a. Identify and track new preservation projects.
 - b. Combine the information from the original inventory with the updated project information.
 - c. Create a new database to house the inventory that will be flexible and easily updated by authorized individuals.
 - d. Make the database available to LIPA members.
5. Identify, endorse and promote the use of appropriate best practices.
 - a. Identify best practices from current preservation projects.
 - b. Monitor changes in best practices.

B. Advocacy and Education

1. Promote the need for preservation of legal information.
 - a. Establish LIPA's leadership role in the preservation of legal information.
 - b. Promote the LIPA web page as a centralized resource on preservation, including who is doing what.
 - c. Promote the use of the preservation inventory so that members creating digital projects can share this information, avoid duplication of effort, and ensure use of appropriate standards.
 - d. Create broader awareness in other organizations of the necessity for preservation of legal information.
 - e. Promote the "check before you discard" campaign.
2. Educate our members and others about preservation.
 - a. Develop educational programs and materials on preservation.
 - b. Develop advocacy training to enable LIPA members to advocate on the local level.
 - c. Develop and advocate best practices with publishers/producers to insure continuation of access to digital information.
3. Develop branding and marketing tools to promote preservation and LIPA.
 - a. Create logos for LIPA and LIA to use in printed and web-based materials.
 - b. Develop associated materials for promoting the brand and marketing the organization, including brochures, e-mail templates, and online stationery.

C. Collaborative relationships

1. Create preservation partnership opportunities with law library consortia, regional associations, AALL chapters, international associations, and others.
2. Establish information exchanges with other organizations, e.g., OCLC, NCSC, NARA, Law Library of Congress, and others.

D. Membership

1. Build the largest and broadest possible membership base to create financial stability and strength for advocacy.

2. Develop a recruitment strategy that includes soliciting members from a broad array of libraries, including all academic law libraries, all state law libraries, state libraries, legislative libraries, membership/subscription law libraries, and court libraries.

E. Funding

1. Establish a flexible funding structure to support broad institutional membership.
2. Develop expertise in grant writing.
3. Secure grant funding from appropriate agencies.
4. Identify grant opportunities and assist members in grant writing for state and regional projects.
5. Explore other sources of continuous funding.

F. Governance

1. Develop a process to cultivate new leadership for the organization.
2. Encourage the participation of staff from LIPA member libraries in LIPA activities and committees.
3. Develop position descriptions for board members.
4. Develop a comprehensive job description for the Executive Director that reflects the activities and responsibilities of the position and create an annual performance review process.
5. Institute a periodic review of committee activities and effectiveness.
6. Prepare an operating manual for the organization.

G. Continuous Evaluation

1. Conduct an annual review of the Association's activities with the outgoing Chair and the Executive Director.
2. Review progress on the strategic plan annually with the Strategic Planning Committee and the Board
3. Maintain a 3-year planning cycle.