

## SCCLL SOURCEBOOK COMMITTEE 2006-2007 – Final Report, June 30, 2007

Regina Smith, Chair 2006-2007

Jean Willis

Mareth Wilson

Last year this Committee recommended to the SCCLL Executive Board that the Sourcebook Committee be abolished and that content similar to what was published in the original Sourcebook be posted on the SCCLL website. The Committee was reappointed for 2006-2007 to begin the process and our recommendation is that materials that were part of the Sourcebook be included in the “Toolkit” section of the new SCCLL homepage, <http://www.aallnet.org/sis/sccll/toolbox/>

Following is a proposed outline that would incorporate additional material into the toolbox and we suggest that if possible, those contributing information to the Toolkit section submit links rather than full-text if at all possible.

In the revised Toolkit listed below, topics that are underlined are already included in the toolbox and under some topics we have included sub-sections that had been previously included in the original Sourcebook. This is a suggested outline and it leaves room for expansion and revision as changes occur within our profession.

Topics not underlined are new items for the Toolkit. These are topics that were covered in the original Sourcebook. We do not know how the Executive Board wishes to delegate governance or monitoring items in the toolkit and this will be something for them to determine. Our thought was that someone from the SIS would solicit content for the Toolkit under the various topics and then forward the information to the site’s Webmaster. Perhaps this could fall under an existing committee, the Technology Committee, with a committee member being designated as the coordinator for the Toolkit.

Following are our suggested topics for the revised Toolkit:

### **Toolkit**

- Advocacy
- Best Practices
  - Operations (Budgeting, Managing Money, Audits, Fees for Service, Using a Consultant, Human Resources, Working Effectively with Other Entities)
  - Library Advancement (PR, Marketing, Fund Raising, Friends Groups, Lobbying)
  - Strategic Planning
- Collection Development

- FAQs
- Funding
- Governance
- Job Descriptions
- Law Library Standards
- Sample Reports (Annual Reports, Budgets & Financial Reports, Human Resources Materials, Long Range or Strategic Planning Reports, Mission Statements, Organizational Charts, Press or Media Kits, Grant Proposals, User Guides)
- Space Issues
- Types of Law Libraries

Now that the SCCLL website has been revised it should be easier to accomplish our recommendations. This change would make more information available on a timely basis than what was originally covered in the Sourcebook and benefit the members of our SIS and their constituents.

Respectfully submitted,

Regina L. Smith, Chair  
SCCLL-SIS Sourcebook Committee