

Appendix Six

DEFINITIONS

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The definitions given below derive from common practice and usage at the American Association of Law Libraries annual meeting or from the discussion of this committee. Some formal definitions from Merriam Webster's Collegiate Dictionary, 10th ed. are quoted.

Affiliate groups

Groups who are separately incorporated or who charge membership dues or generate income through other means. These groups will be charged a fee per event scheduled at the Annual Meeting. These fees will be set annually during the budget preparation and approval process. These fees will be pre-paid and non-refundable. Exceptions to this policy include recognized AALL entities (SISes, Committees, Task Forces, Working Groups, Registered Caucuses and Chapters) and other informal or ad-hoc groups who are not incorporated or who do not have sources of income. (Source: Financial Policies (III.6.G.)

Attractive trade show

From a vendor's perspective, an annual meeting that justifies their exhibiting at the meeting. Elements of an attractive trade show include associate educational programs, networking events, date, and venue to draw sufficient number of potential buyers combined with a meeting schedule that provides exhibitors with sufficient potential contact hours with those potential customers to justify the investment in exhibiting at the annual meeting.

Caucus

Webster: *Caucus, a meeting of members with like interest...*

An informal caucus is the pre-cursor to an SIS. (Source: Bylaws Art. X Sec. 3.)
When a contact name has been turned into Headquarters, a caucus is registered."

Compete with education programs

Meetings or other activities listed in the annual meeting program may be scheduled at the same time as the education programs approved by AMPC if this committee's recommendations are accepted.

Discussion group

Webster's definitions: *Discussion 1: consideration of a question in open and usu. informal debate...Discuss 2 a: to investigate by reasoning or argument b: to present in*

detail for examination or consideration. For many members of AALL, a “discussion” in a small group format is one of the most desirable formats for a “program.” See also “Roundtable.” **Historical note:** During the annual meeting, occasionally a discussion session was approved by the program committee and could be scheduled during “program” slots. Usually a “discussion” session was only approved as a follow up to a “regular” program.

Entities

Groups recognized by AALL, namely, SISs, Committees, Task Forces, Working Groups, Caucuses and Chapters.

Exhibitor

An Exhibitor is one who pays the exhibitor fee at the annual meeting; allows them to showcase a product(s) to those attending the annual meeting.

Institute

Webster: *a usu. brief intensive course of instruction on selected topics relating to a particular field.* No longer used. See workshop. **Historical note:** AALL institutes were commonly held the week prior to the AALL meeting.

Leadership training

Sessions for AALL members who are incoming committee chairs, SIS chairs, newsletter editors, etc. to help orient them to the duties and responsibilities of those offices, how to communicate with other elected officers, what headquarters could do for them, etc. Usually held on Saturday prior to regular AALL meetings and programs.

“Masters” type program

A “Masters” program was discussed by the committee as an opportunity for an individual “master” of a subject to talk/teach for an extended period of time, possibly focused on the “advanced” learner; see also the definition of “seminar.”

Meeting

A meeting is usually a formal session with new and old business, votes to be taken, awards to be made, representatives reports, etc. While a meeting can involve discussion, it is usually related to voting issues, not learning outcomes. At the AALL annual “meeting”, educational programs as well as meetings are scheduled.

Needs & interests

Refers to the educational needs and interests of AALL members. Some N&I are common to all law librarians; some are unique to position on an organization chart, area(s) of responsibility or type of library. See the Professional Competencies document.

Plenary session

Webster: *2. fully attended or constituted by all entitled to be present (a plenary session).*

Historical note: Prior to the 1980's every educational session at the AALL annual meeting was a "plenary" session as there were no multi-track, simultaneous programs offered.

Program, Educational

Proposed to, approved by and scheduled by AMPC. Can take many forms, e.g. one or more speakers, panel presentation, breakout sessions, etc. Target audience can be specific or broad, advanced or beginner. All costs paid by the annual meeting budget.

Roundtable

Webster: *a conference for discussion or deliberation by several participants; also: the participants in such a conference.* See also "Discussion group." **Historical note:** Some SIS's, to allow for discussion time at the AALL annual meeting constituted "roundtables." Unfortunately these were always scheduled during meeting and not program slots.

Sacred time/non-conflict time

No conflict times are scheduled to make sure that all AALL annual meeting registrants may attend certain activities. These are: Exhibits: 1 Hour per day each day Exhibit Hall is open; AALL Business Meetings, member forum; Plenary Sessions (by definition).

Seminar

Webster: *an advanced or graduate course often featuring informality and discussion.* Not generally used by AMPC, but discussed by this committee in the context of a "Master's type program."

Tours.

Library or sightseeing excursions. Library tours are considered an educational event and may be scheduled during non-conflict times. Sightseeing excursions may be scheduled the Saturday before the AALL annual meeting, Monday or Tuesday evening during the annual meeting, or the Thursday after the Annual meeting. (Source: Local Advisory Committee Handbook)

Workshop

Half-day (3 – 4 hour), full-day (5 – 6 hour), or multi-day intensive educational program that addresses topic in depth. Content delivery usually includes interactive learning activities. Registration may be limited in order to provide the optimal learning environment. Typically scheduled before and after annual meetings, but may be offered regionally at times other than the AALL annual meeting.