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[BoK]



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## A BLUEPRINT FOR SUCCESS

The AALL Body of Knowledge (BoK)—designed to serve as a blueprint for career development—defines the domains, competencies, and skills today’s legal information professionals need for success.

core content areas of expertise

key knowledge areas required for proficiency in each domain

actions demonstrating the required knowledge and experience to appropriately practice the competency

As the profession evolves, so must the BoK. The BoK is future-focused and sets the stage for continued development; regular reviews and updates will maintain the BoK’s relevance as shifts in the profession and industry occur.

## USING THE BoK

Legal information professionals look to AALL for tools, timely and relevant resources, and authoritative strategies to help them excel as legal information experts. The BoK assists legal information professionals in identifying strengths and opportunities.

To assist members in acquiring the knowledge and expertise set forth in the BoK, all AALL professional development content—including AALL Annual Meeting & Conference programs, publications, webinars, and resources—identifies applicable domains.

## LEARN MORE

Visit [www.aallnet.org/bok](http://www.aallnet.org/bok).



# PROFESSIONALISM + LEADERSHIP AT EVERY LEVEL

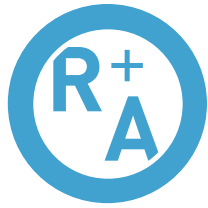
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COMPETENCIES + SKILLS

COMMUNICATION

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# RESEARCH + ANALYSIS



## COMPETENCIES + SKILLS

### KNOWLEDGE OF LAW + LEGAL SYSTEMS

- Develop basic understanding of relevant legal systems and areas of law.
- Demonstrate ability to identify jurisdiction and legal issues.
- Analyze the interrelationship of primary legal materials.
- Develop expertise in core subjects needed to support the organization.

### KNOWLEDGE + NAVIGATION OF INFORMATION SOURCES

- Construct and apply research plans.
- Identify and locate relevant primary and secondary legal authority across subject areas.
- Differentiate among information sources for relevance, authority, and currency.
- Choose the most efficient and cost-effective legal and nonlegal information sources.
- Employ varied finding tools and research methods.
- Keep pace with new tools and content.

### CRITICAL EVALUATION + SYNTHESIS OF INFORMATION

- Analyze information and identify the most relevant content.
- Organize information into logical sequence.
- Identify and address gaps in information.
- Integrate findings and analysis into high-quality work product.

### ETHICAL USE OF INFORMATION

- Comply with all confidentiality and security requirements.
- Adhere to and advocate for professional and legal guidelines regarding legitimate uses of information.
- Appraise and communicate source authenticity and reliability.



## **COMPETENCIES + SKILLS**

### **COLLECTION DEVELOPMENT**

- Formulate a collection development policy.
- Select high-quality, relevant resources.
- Plan expenditures managed to budget priorities.
- Manage the acquisitions workflow.
- Perform collection evaluations and analyses.
- Evaluate and negotiate vendor contracts and licenses.
- Develop and implement resource sharing arrangements.
- Appraise and implement acquisition technologies and systems.

### **ORGANIZATION + ACCESS**

- Organize library resources appropriately for user access.
- Catalog all types of library resources.
- Ensure consistency of metadata classifications.
- Design library systems and services to provide optimal access to resources.
- Evaluate and deploy library systems, discovery layers, and other access systems.

### **PRESERVATION + RETENTION**

- Implement appropriate techniques for preservation and conservation, including policies and procedures.



# MARKETING + OUTREACH

## COMPETENCIES + SKILLS

### PROMOTION OF VALUE

- Create a vision for the organization based on its values and help others see its importance and their role in it.
- Develop strong presentation skills, including persuasive and confident speech, meaningful visual aids, and use of appropriate technologies.
- Build strong relationships and rapport with key stakeholders.
- Use assessment metrics to evaluate use and services, and deliver key metrics to stakeholders to show return on investment (ROI).

### USER EXPERIENCE

- Identify the needs and preferences of users.
- Analyze all aspects of a user's interactions with the organization and its services.
- Create promotional opportunities where targeted users will naturally encounter them.
- Solicit and incorporate feedback.

### PARTNERSHIPS + COMMUNITY RELATIONSHIPS

- Promote the role of law libraries and legal information within the larger community.
- Coordinate and share services to achieve the best institution-wide solution.
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## COMPETENCIES + SKILLS (CONTINUED)

### HUMAN RESOURCES

- Develop hiring expertise including recruitment tactics and interview skills.
- Implement policies and procedures that comply with federal and state employment law.
- Create training programs that empower employees to fulfill daily job functions, advance to other positions, and adapt to institutional changes and industry shifts.
- Demonstrate supervisory best practices including fostering teamwork and clearly communicating goals and expectations.
- Evaluate organizational structure and workflows to maximize efficiency and job performance.
- Design a staffing succession plan.

### PROJECT MANAGEMENT

- Describe fundamental project management processes, methodologies, and tools.
- Analyze project requirements and develop a clear statement of the project's scope.
- Plan, organize, and manage resources to successfully complete specific project objectives within a specified time frame.
- Establish effective team structure and delegate areas of responsibility appropriately.
- Monitor project progress, control risks, and realign project parameters if needed.
- Communicate project information to stakeholders in clear written and verbal formats.

### FACILITIES MANAGEMENT

- Apply industry standards for design, facilities, and space management.
- Implement inventory control policies and procedures.
- Evaluate and monitor building infrastructure systems.
- Develop emergency preparedness and business continuity plans.
- Establish security policies that align with those of the parent organization.
- Monitor national trends in library facilities, emergency preparedness, and security.





