





[





|   |   |
|---|---|
| PROFESSIONALISM + LEADERSHIP AT EVERY LEVEL . . . . . | 3 |
| RESEARCH + ANALYSIS . . . . .                         | 4 |
| INFORMATION MANAGEMENT . . . . .                      | 5 |
| TEACHING + TRAINING . . . . .                         | 6 |
| MARKETING + OUTREACH . . . . .                        | 7 |
| MANAGEMENT + BUSINESS ACUMEN . . . . .                | 8 |

**WE'RE LEADERS IN LEGAL INFORMATION.** 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.

**DOMAINS:** core content areas of expertise

**COMPETENCIES:** key knowledge areas required for proficiency in each domain

**SKILLS:** actions demonstrating the required knowledge and experience to appropriately practice the competency

**WE STAY AHEAD OF THE GAME.** 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.

**WE'RE YOUR ADVANTAGE.** 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.

**SPECIAL INTERESTS, SKILL GAPS?** 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.

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



+



+

+

- 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.

+

- 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.

+

- 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.

- Comply with all confidentiality and security requirements.
-



+

- 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.

+

+

+

•



+

+

- 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).

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

+

- Promote the role of law libraries and legal information within the larger community.
- Coordinate and share services to achieve the best institution-wide solution.
- Identify opportunities to establish or enhance partnerships and community relationships.
- Coordinate individual efforts with national and local professional organizations.

- Champion new ways to share legal information expertise and promote services both inside and outside the organization.
- Work to secure access to justice through ensuring reliable, long-term access to authentic legal resources.
- Engage in outreach to local, state, and national lawmakers and propose policy solutions to legal information issues.
- Promote legal information services to those in need.

+

+

- Demonstrate strategic planning processes and best practices.
- Formulate a strategic plan framework including vision, mission, and goals.
- Prepare an operational plan for implementing strategic plan goals.
- Measure achievement of strategic plan goals and alter as needed.

+

- Use generally accepted accounting principles.

+ (CONTINUED)

- 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.
- 
- 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.
  -

## SPECIAL THANKS TO:

Catherine M. Dunn, Chair  
Greg Lambert, Board Liaison

Philippe Cloutier  
Susan David deMaine  
James G. Durham  
Elaine M. Egan  
Deborah Ginsberg  
Diane M. Rodriguez  
Carol Watson





AMERICAN ASSOCIATION OF LAW LIBRARIES  
Street  
Chicago, Illinois 6060  
312.939.4764  
[www.aallnet.org](http://www.aallnet.org)