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Affiliated and Associated Organizations  
American Association of Law Libraries  
Institutes and Workshops File, 1953-

Box 1:

AALL Workshop on Law Library Problems – Brochure, 1953  
AALL Institute Proceedings, UCLA (bound), 1953  
AALL Institute Proceedings, University of Colorado, 1957  
“Foreign Law in American law Libraries: Materials” by William Stern, 1957  
AALL Institute Proceedings, “Cutting Costs in Acquisitions and Cataloging,” Grossinger, NY,  
1959  
Sample Order Manual for Law Libraries, 1959  
Order Procedures Manual, 1960  
AALL Institute Proceedings, “Literature of the Law” & “Techniques of Access,” Cambridge,  
MA, 1961  
AALL Institute Handouts, 1961  
AALL Institute Proposed Outlines, 1962

Box 2:

AALL Institute Proceedings, “A Living Trust,” Chicago, 1963  
AALL Institute Handouts, 1963  
Institute Brochures and Certificates of Completion, 1964-69, 1971-77  
AALL Institute on International Documents Correspondence, 1967  
New York University Law School Workshop for Law Librarians (Photograph), 1967  
Rotating Institute on Cataloguing and Classification, 1970  
Rotating Institute on Book Selections and Acquisitions (2 folders), 1973  
Institute Director's Handbook, 1975  
Institute Brochures, 1978-1982  
AALL Institute: Micrographics for Law Librarians, Pepperdine University, CA, 1979  
Correspondence, 1982-83

Box 3:

Creative Research Institute  
    Small Group Discussions, 1983  
    Reading List and Problems, 1983  
    Policy, 1982-83  
    Program Materials, 1983  
    Program Ideas and Faculty, 1982-83  
    Program and Schedule, 1982-83  
    Local Arrangements, 1982-83  
    General Planning Information, 1982  
    Faculty Letters and Forms, 1983

Faculty, 1983  
Evaluations, 1983  
Copyright Release, 1982  
Budget, 1982-83  
Application Form and Applicants, 1983  
LC Foreign Law Classification Workshop, 1983

Box 4:

Creative Research in Law Libraries (2 of 2 folders), 1983  
Workshop on Program Planning (3 folders), 1984  
AALL Institute Planning, 1<sup>st</sup> Winter Institute, 1984-85  
Electronic Formats Workshop, 1985  
Honing Our Business Skills Workshop, 1985  
Professional Leadership Techniques Workshop, 1985  
Using BNA's Online Databases – An Integrated Subject Approach, 1985

Box 5:

Cataloging and Management of Legal Information, 1985  
BNA Online – Access to Washington, 1986  
Deposit Library Workshop for Law Librarians at the US Government Printing Office, 1986  
Workshop on Acquisitions, 1986  
Institute on Automation, 1986  
Workshops Chicago, 1987  
Institute Certificates, 1987  
European Community and the Law Library, July 1987  
Workshop on Library of Congress Classification – Workshop Handouts, 1987  
(see 85/1/158 for videotape)

Box 6:

Workshop on Library of Congress Classification – Copy Instructions, 1987  
(see 85/1/158 for videotape)  
Workshop on Library of Congress Classification – Orders for Handouts and Videotapes, 1987  
(see 85/1/158 for videotapes)  
Retrospective Conversion Workshop, 1987  
Summer Institute Brochures, 1987  
Taming the Memoranda File, 1987  
Introduction to American Law Information You Need To Know But Never Knew How To Ask,  
1988  
AALL Institute: Basic Cataloging, University of Tennessee (2 folders), 1988  
The Challenges of Going It Alone: The One or Two Person Library, 1988  
Interlibrary Loan: Sharing the Wealth, 1988

Box 7:

Latin American Law and Law Related Reference Sources, Atlanta, GA (2 folders), 1988  
“Setting the Legal Information Action Agenda for the Year 2000,” Washington, DC, 1988  
    Issues Statements (2 folders)  
    Background Reading (2 folders)  
Institute Financial Statements, 1963-89  
AALL Satellite Videoconference Final Report, 1988  
Speaking Commitment and Copyright Release Forms, 1988-89  
Correspondence with Chapter, 1989-91  
Correspondence with Committee Members, 1989-91  
Correspondence with Special Interest Sections, 1989-91  
Grant Writing Workshop, June 22, 1989  
Workshop on Law and Literature in Civil Law Countries, 1989

Box 8:

Managing Emerging Technologies, 1989  
The Online Public Catalog: Issues and Answers for Law Libraries (2 folders), 1989  
AALL Institute: “Space Planning within Existing Facilities,” 1989  
Summer Institutes, 1989  
Teaching Legal Research in the Law Firm and Academic Environments, 1989  
Weeding Workshop, Reno, NV, 1989  
Workshop Correspondence, 1989

Box 9:

Institute Planning Materials, 1990  
International Law: The Basics and Beyond (2 folders), 1990  
AALL Winter Institute: “Business & Government Information: Matching Needs and Resources,” Los Angeles, 1990  
Summer Institute Brochure, 1990  
AALL Summer Institute: “Financial Management and Law Librarians,” St. Paul, MN, 1990

Box 10:

Financial Reports for the Senior Management Institute, 1990-91  
Report, 1990-91  
Basic Legal Reference Services, 1991  
Law Libraries Serving Legal Information Needs of Various Constituency: The Judiciary, the Bar, and the Public (2 folders), 1991  
Summer and Winter Institute Brochures, 1991  
AALL Educational Programs, Workshops and Institutes Approved for CLE Credits, 1992

Summer Institute Brochure, 1992

Summer Institute: Introduction to Legal Reasoning and the Law (2 folders), 1992

Box 11:

Workshop Program List, 1981-92

Winter Institute: Managing Emerging Technology, 1992

Cataloging Institute, Santa Clara University School of Law (4 folders), CA, 1992

Winter and Summer Institute Brochures, 1993

Summer Institute: "Introduction to International Organizations" (1 of 2 folders), 1993

Box 12:

Summer Institute: "Introduction to International Organizations" (2 of 2 folders), 1993

"Introduction to International Organizations" Evaluations," 1993

Introduction of Foreign Legal Systems, 1993 (2 folders)

Winter and Summer Institute Brochures, 1994

"Plan for Training International & Foreign Law Librarians," Seattle, 1994

Summer Institute: Basic Legal Reference Services, Portland, OR, 1994

Electronic Information Meeting, April 8, 1994

AALL Institute: "Making the Internet Connection" (2 folders), 1995

Box 13:

AALL Winter Institute: "Train for Tomorrow: Teaching Legal Research Skills in the 21<sup>st</sup> Century," 1995

AALL Winter Institute Tentative Schedule and Evaluation Summary, 1995

AALL Summer Institute Evaluation Summary, 1995

Planning Manual for AALL Institutes, 1995

Third AALL and Legal Information Industry Leadership Conference, 1996

1996 Winter Institute Brochure

AALL Winter Institute: "Serving a Varied Constituency: The Bench, the Bar, and the Public," Sacramento, CA, 1996

AALL Summer Institute: "Basic Law Cataloging Institute," University of Notre Dame Law School, Notre Dame, IN, 1996

Leadership Skills for the Law Library Manager, 1997

Box 14:

AALL Institute: "Introduction to American Law for the Non-JD," Catholic University of America School of Law, Washington, DC, 1997

"Positioning Yourself for Success" Handouts, 1997

"The Age of Technology: Your Guide to Change Management," 1998 (see 85/1/158 for video)

"The Age of Technology: Your Guide to Change Management" Proceedings, 1998

“Second Generation: The Advanced Intranet Website,” Washington, DC, 1999  
 “Quality Customer Service: Beyond ‘How May I Help You?’” Handouts and Summary, 1999  
 Paraprofessional Forum Handouts and Summary, 1999  
 “Basic Legal Reference” Handouts and Summary, 1999

Box 15:

W-1: “Meet the Legal Specialists: Expert Advice on Research and Acquisitions of Foreign Law in the Vernacular” Summary, 1999  
 W-2: “Law Librarians Meet the 106<sup>th</sup> Congress” Summary, 1999  
 W-3: “All Systems Are Not Created Equal” Handouts and Summary, 1999  
 W-5: “Managing Multi-Location Libraries” Handouts and Summary, 1999  
 W-6: “GPO Depository Library Workshop” Summary, 1999  
 “Books and Bytes: Balancing Formats in Today’s Libraries” Handouts and Brochure, 2000  
 W-1: “Gateway to Treaty Research in the Digital Age” Handouts, 2000  
 W1A: “Gateway to Treaty Research in the Digital Age” Evaluations and Summary, 2000  
 W1B: “Gateway to Treaty Research in the Digital Age” Evaluations and Summary, 2000  
  
 W-2: “Electronic Licensing Agreements” Evaluations and Summary, 2000  
 W-3: “Leadership: Create a Compelling Future!” Evaluations and Summary, 2000  
 W-1: “Law for the Non-JD” Handouts and Summary, 2001  
 W-2: “Managing Technical Services” Handouts and Summary, 2001  
 W-4: “A Legislative History Primer: Demystifying Research for Congressional Intent” Handouts and Summary, 2001  
 W-1: “Intermediate Cataloging for Law Libraries” Handouts and Summary, 2002  
 “21<sup>st</sup> Century Organizational Effectiveness – Todaro Handouts, 2002  
 AALL Annual Meeting Pre-Conference Workshops, San Antonio, 2005  
     W-1: “Effective Subject Cataloging with Library of Congress Subject Headings (LCSH)” (1 of 2 folders)

Box 16:

AALL Annual Meeting Pre-Conference Workshops, San Antonio, 2005  
     W-1: “Effective Subject Cataloging with Library of Congress Subject Headings (LCSH)” (2 of 2 folders)  
     W-3: “New Vistas and Values for Europe: Strategies for Researching European Law,” St. Mary’s University School of Law  
 AALL Annual Meeting Pre-Conference Workshops, St. Louis, 2006  
     W-1: “Oh, What a Tangled Web: Advancing Web Searching and Teaching Skills,” Saint Louis University School of Law  
     W-3: “Knowledge Management in Law Firms: Evaluating, Selecting and Living with Firm-wide Information Management Solutions”  
     W-5: “SCCTP (Serials Cataloging Cooperative Training Program) Electronic Serials Cataloging Workshop”

AALL Annual Meeting Pre-Conference Workshops, New Orleans, 2007

W-1: "The Future is Digital: Metadata Standards and Applications"

W-4: "Riding the CI Wave: How to Hang Ten and Implement a Firm-wide CI Solution with Minimal Resources"

AALL Annual Meeting Pre-Conference Workshop, Portland, OR, 2008

W-1: "Swim, Don't Sink: Immerse Yourself in Law Cataloging"

AALL Leadership Academy, 2008

AALL Management Institute: "Manage with Confidence," 2009