

VALL Review

Vancouver Association of Law Libraries

Volume 29, No.1

The President's Desk

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I am so delighted to be serving as VALL President for the 2016–2017 year, and to represent such a terrific group of law library professionals. This community has given me so much support and friendship, so I am pleased to have the opportunity to contribute back through VALL and to work with a great Executive team!



Sarah Richmond
VALL President
2016–2017

The VALL Executive is looking forward to the 2016–2017 programming year, which has already gotten off to a great start with the New *Societies Act* seminar—summarized on p. 10 of this issue by Julie Nadalini.

The programs survey responses—also set out in this issue on p. 11 by Christina Tribe—have helped the programs team choose topics that are relevant and helpful to our work.

The theme of the feature articles in this issue, “succession planning and knowledge transfer”, is an important one in a profession where we often talk of our fragility. This issue underscores the importance of safeguarding our community’s skills by transferring our knowledge through succession planning in our respective roles at law firms, academic institutions, courthouse libraries, public libraries, government offices, and other workplaces. It is so easy to get caught up in our day-to-day work, and to forget how much we’ve learned in our positions. Susannah Tredwell and Sarah Munro eloquently offer us their insight and many valuable tips so that we can all help each other for the long run!

I am thankful to the *VALL Review* editors for preparing another terrific issue. Thank you also to the Executive team for volunteering your time to VALL. We hope to see everyone out at VALL events this coming year!

Sarah

VALL Review

VALL Executive

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The *VALL Review* is the official newsletter of the Vancouver Association of Law Libraries. VALL is composed of members of the law library community interested in discussing issues and sharing ideas. Opinions expressed in the newsletter are those of the authors and do not necessarily represent VALL policy or position. Unsolicited submissions are welcome. VALL reserves the right to edit submissions.

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Vancouver Association of Law Libraries

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From the Editors

Alexandria Everitt, Harris & Company
Stef Alexandru, Lawson Lundell

With shorter days and more rain it looks like Fall is officially upon us. This is one of our favourite times of the year—no need to feel guilty staying in to read a good book with a steamy mug of tea. While we may be slowing down and preparing to hibernate for the winter months, VALL is in full swing preparing an exciting program year of activities.

This issue of the *VALL Review* focuses on library succession planning and the transfer of knowledge when librarians retire. We have two feature articles from Susannah Tredwell and Sarah Munro, both offering some great advice. We initially wanted to also include an annotated bibliography to accompany these articles but surprisingly the few sources we found were not worthy of inclusion. A potential untapped market? Maybe an idea for a future conference program? If anyone has some sources they have used in the past, please share them.

Also in this issue!

The programs committee is busy planning our 2016–2017 year thanks to the 2016 Survey Results. A summary of the survey is found on page 11. The survey always provides us with helpful feedback from the VALL community and guides us in planning the programming year. VALL has already hosted two events this fall: an informal after-work social and a lunchtime seminar on the new *Societies Act*. Thanks to Julie Nadalini for writing about these events.

This issue also includes a UBC Law Library update, information on the *Societies Act* from CLEBC, and news from Thomson Reuters. The VALL Statement of Income and Expenses is found at the end of this issue and a list of upcoming (2017) conferences is listed on page 16.

On behalf of Alex, many thanks to Taryn Gunter for being *VALL Review* co-Editor for the last two years and for showing me the ropes. Please welcome Stef Alexandru as co-Editor for the 2016–2017 program year.

As always, we love to hear from you—whether general feedback, or ideas for future content, or a wish to contribute an article. Please contact us at vallreview@gmail.com.

Happy reading!
Alex and Stef

Retirement and the Challenges of Knowledge Transfer

Susannah Tredwell, Manager of Library Services, DLA Piper

Almost three years ago I joined Davis LLP (now DLA Piper (Canada)) as library manager, having previously worked as library manager at Lawson Lundell LLP. In both cases, I took over the position from someone who was retiring after over 30 years. These retirements meant that a tremendous amount of institutional knowledge was leaving the firm. As a result one of the first challenges I faced was capturing and transferring that institutional knowledge.

At Lawson Lundell I took over the role of library manager from Gwendoline Hoar. I had worked under Gwendoline for six years before taking over from her, so I was familiar with both the firm and Gwendoline's role. I was fortunate in that Gwendoline announced her retirement well in advance, so we had a six-month changeover period. During this time Gwendoline assigned me many of her duties (such as budgeting, negotiating contracts, and attending meetings) so I had a chance to get used to them, while still having her available to answer questions.

At Davis I took over as library manager from Wendy Holmes. I had a month overlap with Wendy, which was exceedingly helpful. In preparation for the changeover Wendy had gone through all her duties and documented what she felt I needed to know. I cannot stress strongly enough how useful it was to have this information written down. In a new position you have so much information being thrown at you that you cannot retain it all. I was also incredibly fortunate to have a knowledgeable library staff and library committee who I could go to with questions.

For me the biggest difference (and as a result, the biggest challenge) between the two situations was that I already knew the people at Lawson Lundell, whereas at Davis I had to establish working relationships. Your relationships with partners tend to be quite different when you've known them as articling students.

My chief recommendation for anyone who is planning to retire is to create (or update) a library manual. Even if you are not planning to leave in the immediate future, it is still a valuable exercise, since it allows you to codify existing practices and ensure you have the most important information in one place. As you document each major process (e.g. student training, the budget), write down the timeline, the most important steps, and any relevant contact people.

That said, even the best library manual in the world can't answer all questions. One commonly encountered problem with formally transferring knowledge is that there is a lot of information that simply isn't written down. There are a variety of reasons for this, including:

- The information just doesn't seem important enough.

- It is “one time knowledge”, that is, something that you need to know only once, but which takes ages to figure out.
- Sometimes it would not be judicious to write down the information. A hypothetical example would be that a certain lawyer has his own copies of textbooks, contrary to library policy, because it was less stressful to do so than have him scream at library staff.

I found that frequently **how** something was done was documented, but **why** it was done was not documented. If I wanted to make a change to X, I needed to figure out why we were doing X in the first place. (Was it because that was how it had been set up in the first place and no one had ever changed it? Was it set up that way to deal with a particular problem which had since been resolved? Was it set up that way to deal with a particular problem which still hadn't been resolved? Was it because it made a specific partner happy?) Fortunately, both Gwendoline and Wendy were very generous about being available after retirement when I had questions about why things were done the way they were. I also found the document management system to be very helpful in filling in blanks.

My second recommendation is for an overlap period between old and new, especially for anyone in a one person library. Even working in libraries where there were other library staff, having an overlap period made the process much easier.

Leaving It All Behind

Sarah Munro

As you may know I recently retired from my 4-days-a-week job as librarian at Singleton Urquhart LLP. Retirement is a huge decision, and I considered it for a long time before handing in my resignation. I didn't only consider the implications for my personal life, I also reviewed the effect my departure would have on the firm, and what I thought would be best for the firm in the future, library-wise. Because I was the only library employee, my departure gave the firm a chance to do things completely differently, but it also means that until they hire someone new, no one with a library background is there to keep a knowledgeable hand on the tiller.

I gave the firm three months' notice, as well as an open invitation to contact me after my departure. Initially, I'd hoped that the three-month period would allow me to train my successor. However, as time went on and no one was hired, I made sure the firm knew I was prepared to help even after my departure, with interviewing, for example, or with questions from the management team or the new person.

The firm hadn't hired anyone by the time I left. My notice coincided with some major changes in the management staff at SU. In particular, a new HR manager started well after I gave my notice; when he came on board the job was posted.

Without the possibility of training my successor in person, I completely rewrote the manual that I'd received when I started at the firm. It had been an invaluable tool when I started in similar circumstances—there had been no librarian in place for a couple of months before the firm hired me, and so no one to train me when I began at the firm. As I used the one I inherited, I realized that it was a guide more than anything else—I always felt free to change procedures as I saw fit, but had the reassurance of being taken step by step through what needed to be done, or had the explanation of why things were arranged the way they were. It was particularly useful to me at the outset because I hadn't worked in a law firm before. I tried to provide the same kind of information in the current manual, and aimed for the same level of usefulness and reassurance. The current manual covers quite a range of topics, such as processing the mail, buying materials, paying the bills, the catalogue, publishers, charging for QL and WL searches, management meetings, and updating the intranet. It also includes background or historical information where appropriate. I wrote it in an informal style, and hope it still comes across as a guide, because every librarian will have his or her way of doing things!

During my time at the firm, one of my major tasks was to update the intranet daily. I was the only person to do this, apart from the Litigation Support Manager who served as backup (she has a long involvement with the firm's intranet and systems). A few months before I left we launched a new intranet on SharePoint, with the responsibility for updating it spread amongst the various department managers, and the Litigation Support Manager acting as the interim guiding light for the intranet. However, because the intranet was so new, training for the managers on updating the intranet and working with SharePoint was an important part of the knowledge transfer leading up to my departure.

In the last days before I left, it was arranged that the library mail would be delivered to the COO of the firm. SU doesn't have research lawyers *per se*, but I created a short list of lawyers at the firm who would be good resources for those needing research help. Students and lawyers also know to turn to the Courthouse Library for guidance on difficult research questions.

It remains to be seen whether the steps we took to transfer the library role at Singleton Urquhart were successful. I think the manual was the most valuable thing I did, but am keenly aware that things can move swiftly in any organization, and that the longer the time between my departure and the new person starting, the more out of date the manual might be. My phone number and email are still current, though!

Member Announcements

Christine Libera is a Library Technician with the BC Government & Service Employees' Union as of November 2015, and previously in 2012. She graduated from UFV's Library and Information Technology program with a records management concentration in 2011. Prior to working in the BCGEU's Advocacy Library, she worked in their records management departments. Between 1976 and 1986 she was employed by Lawrence & Shaw (now McMillan) where she had the pleasure of working with Peter Bark.

Jennette Chalcraft is a student in the dual Master of Library and Information Studies/Master of Archival Studies program at UBC's SLAIS. She is also an executive committee member of the UBC student chapters of the British Columbia Library Association and the Association of Canadian Archivists. Prior to entering the program at SLAIS, Jennette spent time as a tax accountant with two of the "Big 4" firms, most recently as a Senior Manager specializing in the area of transfer pricing.

We are pleased to welcome two more new student members: Samuel Mickelson and Aaron Razak.

UBC Law Library Update

Sandra Wilkins, University of British Columbia Law Library

Staffing

There is a search process underway to recruit a new University Librarian for UBC because Ingrid Parent's term ended in June 2016. The Interim University Librarian is Melody Burton. Coincidentally, two Associate University Librarians—Simon Neame and Jo Anne Newyear-Ramirez—moved on to opportunities in the United States. Sandra Wilkins, Head of the Law Library, was selected to fill the role of an Associate University Librarian until October 2017, with overall responsibility for the Irving K. Barber Learning Centre (including the Chapman Learning Commons and the Music, Art & Architecture Library), the David Lam Library, Education Library, Law Library, and Central Technical Services. During this period, the Law Library is in excellent hands, being led by George Tsiakos. As Acting Head of the Law Library, George will have overall responsibility for the library, in addition to his considerable teaching and coordinating responsibilities associated with the Legal Research and Writing Program.

Legal Research & Writing

There are almost 200 students in first year Law who are enrolled in the mandatory LRW course. George Tsiakos is teaching two sections, while Veronika Kollbrand and Sandra Wilkins

are teaching one section each. This is Veronika's first time teaching the course and she is really enjoying it.

Collections

Students and faculty members are getting used to reading monographs online, and many actually prefer this format. Relatively new ebook packages for us include Elgar and University Press Scholarship Online (mostly Oxford titles). Through a central library program we are also able to acquire many titles published by Cambridge University Press, Routledge, and Taylor & Francis.



[@ubcpres](https://twitter.com/ubcpres)

UBC's new President, Santa J. Ono, has been a positive and popular champion of UBC and is a strong library supporter. He is very active in the Twitterverse, which is a great way to share his thoughts and let the campus community know where he is and what he's doing.

News from CLEBC

Hot off the press! BC Societies Guide

The new British Columbia *Societies Act* will come into force on November 28, 2016 and will replace the current *Society Act*.

In response to demand from the legal community, CLEBC is proud to announce that our new *BC Societies Guide* has been released and is now [available for purchase!](#)

Written by Dierk Ullrich of Fasken Martineau LLP, the *BC Societies Guide* is the only *Societies Act* publication in the province that goes beyond being a transition handbook—it is a comprehensive practice manual on all aspects of societies in the new regime after November 28.

Rather than providing an annotated Act, this guide provides topic-by-topic analysis and practical advice for advising societies on matters such as:

- the new entities of member-funded societies and extra provincial non-share corporations
- societies' record-keeping obligations, financial requirements, and audit requirements

- changes to classes of membership, voting rules, and thresholds for special resolutions
- the qualifications, liability, and indemnification of society directors

For a full table of contents, please click [here](#).

BC Societies Guide is available:

- 1) as a [stand-alone online access publication](#)
- 2) as Chapter 18 of our [BC Company Law Practice Manual \(2016 Update\)](#)

Your library's company law collection just isn't complete without *BC Societies Guide*. To purchase a copy, please visit [our website](#) or call CLEBC Customer Service at 604.893.2121 today.

THE CONTINUING LEGAL EDUCATION
SOCIETY OF BRITISH COLUMBIA



News from Thomson Reuters

Luisa Moncada, Marketing Manager

We are excited to announce that WestlawNext Canada received the 2016 Hugh Lawford Award for Excellence in Legal Publishing.

The annual award recognizes excellence in legal publishing and acknowledges the work done by publishers to provide the legal profession with high quality materials for understanding and researching the law. The award was established by the CALL (Canadian Association of Law Libraries) Executive in 1998.

Congratulations to the entire WestlawNext Canada team who work tirelessly to provide legal professionals with the best tools and resources.



Summer/Fall Programming Review

Julie Nadalini, Farris



VALL After Summer Social

Aptly named, the VALL After Summer Social was a pleasant way to enjoy the last day of summer and kick off the new season. Out on the VAG café patio, we enjoyed a well-deserved post-work beverage, some dessert squares, and catching up on everything from recent firm mergers to designer glasses. Most importantly, I appreciated becoming acquainted with other members of VALL and broadening my network in a casual setting. With a fond farewell to summer, I look forward to more VALL events in the future.

Lunchtime Seminar | Transitioning into the New *Societies Act*

Charismatic and personable, Steve Carey brought facts and fun to his presentation about “Transitioning into the New *Societies Act*”. He successfully charmed a room full of librarians and library technicians by blending his tongue-in-cheek banter with a wealth of knowledge on the changes to the new *Societies Act* and their effects. Steve stressed that, as a lawyer, he welcomes new clients interested in a smooth transition (for a fee), but also that the transition can be accomplished by members of the general public. With the new act’s November 28 in-force date upon us, Steve outlined how societies will be affected and what steps should be taken to achieve a successful transition. Information on the transition process can be found online: the most comprehensive are the government’s [list of resources](#) and its [Transition Guide](#), the Courthouse Library’s [Societies Act Guide](#) and a blog hosted by Steve Carey himself (<http://societiesact.ca/>). As members of the knowledge management community, our ability to provide the best resources for our lawyers is paramount. Steve’s informative presentation allows us to be prepared for ensuing questions once the new *Societies Act* is in force on November 28, 2016.





VALL Members at the Law Courts Inn for the October Lunchtime Seminar

2016 Survey Results

Christina Tribe, Bull, Housser & Tupper

At the end of the season, the VALL Programs Committee sends out its annual Member Survey to the entire membership. All members were encouraged to complete and/or comment on VALL's programming efforts from the 2015/2016 season. The survey is designed to gather constructive feedback on future programming events for VALL. Most members responded within two days of the survey going live, and we thank those of you who promptly replied. This survey targets active members (i.e. not retired, full-time students, nor from outside Vancouver) who mostly work in downtown Vancouver and attend VALL events at least semi-regularly. However, the link to the survey is sent to the entire membership, and everyone was welcome to complete or comment on programming efforts. We received a total of 47 responses to the survey, out of a possible total of 103 members (active, non-active, retired, students, non-law, non-local). Of those responses, we've provided below a brief summary of the results with some background commentary.

In response to the question "**Which of the following VALL events did you attend last year,**" 47 people answered. Of the people who responded to the survey, 44% did not attend any VALL programming over the past year. The most attended events were "The Art of Speaking for Success" held at the Sutton Place Hotel, and "Fast Track Update on Tools for Client Monitoring and Current Awareness" held at Blakes. Both events were attended by 36% of members who answered the survey. The least attended event, with 23% of survey respondents attending, was the "Lexbox Lunch and Learn," also held at Blakes, and capped at 25 attendees.

- October – Lexbox Lunch & Learn – Legal Research Workspace – 23.4%

- April – VALL Coffee morning – 27.66%
- June – A Chat Over the Professional Fence – Embeddedness & Evidence as Common Concepts in Law and Medical Libraries – 31.91%
- November – The Art of Speaking for Success – 36.17%
- March – Fast Track Update on Tools for Client Monitoring & Current Awareness – 36.17%
- Did not attend any – 44.68%

Of all the questions included in the survey, the VALL Programming Committee finds the responses to this question particularly useful. 52% of members who could not attend two or fewer seminars last year had scheduling or timing conflicts. The next highest response rate was budget limitations, at 20% followed by Other which were detailed in the comments. See the full responses to question 2 below. For this season, we have created more flexible programming to accommodate those who have scheduling conflicts or budgeting limitations.

[*“If you attended 2 or fewer seminars, please help us understand why.”*]

- Scheduling conflict or timing – 51.61%
- Budget limitations – 19.65%
- Other (please specify) - 19.35%
- Location was inconvenient – 12.9%
- The topic was of personal interest, but not of professional value – 9.68%
- Seminars not of value for the cost – 6.45%
- The topic was of professional value, but not of personal interest – 3.23%

Comments:

- I live out of the lower mainland and as there are no events here, well that pretty well covers it.
- My membership lapsed and so I didn't know about them.

Brown Bag Lunch Sessions are smaller, more informal events, usually held at one of the larger firms which have accommodating board rooms. Members are invited to bring their own lunch; sometimes hosting firms provide lunch and refreshments. Due to the size of these events, the numbers of attendees are often capped. These informal sessions are designed to allow participants to share their experiences amongst themselves and learn from one another. VALL plans to host at least one Brown Bag Lunch session in the coming year. From the list of suggested topics, most members were interested in the **“Best Tech for Law Librarians”** followed by **“Firm Intranets & Redesign”**. The topic that was ranked as having the least interest as the **“Lone Librarian/ Library Technician”**. It should be noted that the point spread between the highest ranked, and lowest, was only a few points. See below for the full results.

[*Please rank your level of interest (1=Not Interested, 5=Very Interested): [43 answered, 4*]

skipped]

- The Lone Librarian/ Library Technician – How we manage working alone – 2.4
- Conflict resolution with a smile – 3.03
- Social Media – It's Practical Role in Law Libraries – 3.05
- Firm intranet & redesign – score 3.18
- The Best Technologies for Law Librarians – 3.33

Lunchtime seminars remain the most popular events, though every year the number of attendees declines slightly. In the fall VALL often has a substantive law seminar, December is the annual Christmas Social with a general interest seminar, and in June there is a social and seminar. The Programs Committee recognizes that these events are less attended because of the costs involved or venue fatigue. We are continuing to improve in these areas. From the survey, our respondents were most interested in attending “**American Court Structures, Case Law and Commentary**”. The next most popular choices, tied at 35 responses each, were “**Databases for the Expert User**” and “**The New Government Websites: A How-to.**” Although there were 14 responses for Other, no suggestions were submitted in the comments section. It should be noted that the points spread between the topic with the most number of responses, and the least, is very narrow.

From the list below, please rank your choices for future Lunchtime Seminars [40 answered; 7 skipped]

- Databases For the Expert User (35 responses)
- The New Government Websites: A How-to (35 responses)
- American Court Structures, Case Law and Commentary: Understanding federal and state court structures, how to find case law and commentary, and knowing when to use American authorities in Canadian legal practice (36 responses)
- Hot Legislation: A Lawyers Perspective on the Latest Developments (Topic suggestions TBA) (33 responses)
- Sharepoint: The new and improved Intranet (33 responses)
- Collaborating with Business Development & Marketing Departments: The Process of Building a Request for Proposal (35 responses)
- Wine, Beer and Weed - West Coast Vices or National Debate (repeat from 2016 CALL Conference) (32 responses)
- Other seminar suggestion (14 responses)

The Programs Committee would like to report that the “**Hot Legislation**” seminar was held in late October with lawyer Steve Carey (“The New Societies Act”), and that the “**American Law**” session is in the works for early 2017.

To best evaluate the effectiveness of the variety of programming offered to its members during the 2015/2016 season, the Programs Committee included a question that would rank the level of interest. The ranking, or weight, showed respondents were “interested” or “very interested” in lunchtime seminars at catered venues. Close behind, the more informal Brown Bag lunch sessions hosted at firms. Tours of non-law libraries ranked the highest in “indifference” and after work drink socials rated highest with “no interest.”

Please indicate your level of interest in the following social and educational programs. Ranking of interest will impact the number of listed events in the upcoming season: [42 answered; 5 skipped]

- Lunchtime seminars (weighted average) (4.05)
- Brown bag lunch discussions (3.67)
- Coffee mornings (3.38)
- After work drink socials (3.29)
- Law library crawls (3.43)
- Tours of non-law libraries (3.21)

Comments:

- More after work events, rather than just during the lunch hour - to accommodate anyone whose office is not in the downtown core.
- See my earlier response [from Q2: “I live outside the lower mainland and as there are no events here, well that pretty well covers it.”]

For question 6, there was only a single response for specific future programming, which was the suggestion of “project management sessions or substantive law sessions.”

Our final question asked for constructive feedback – recommendations, suggestions or general thoughts and comments. We reminded members that though answers are anonymous, we are a close-knit community and answers and criticisms are received by colleagues and friends. This year’s commentary was polite and encouraging. The Programs Committee would like to note that constructive feedback is welcome at any time of the year (not just during the annual survey). Below are some of the comments respondents had about the past programming and recommendations for the future. Below are some of the comments our members had contributed:

Your comments are important to us. Please share any constructive feedback you have about this years' seminars. As always responses remain anonymous, but please keep in mind that VALL is a proudly close-knit community. Information shared with the Programming Committee will directly effect this year's programming. [11 answered; 36 skipped]

- Talks and seminars are nice, but it's the support we offer one another that makes

VALL useful.

- I particularly enjoyed the format of the current awareness session where a number of speakers shared their experiences and how they provide those services to their firm.
- Thank you for all your good work. I appreciate your efforts.
- I gave my comment earlier, I am both a student member and live outside the lower mainland. I am going into Records Management as a job this fall so anything in that area interests me. Cheerio.
- I really appreciate events where we can meet and talk with other members - generally more interested in discussion groups than going to a lunch and listening to a talk. Keep up the good work!
- Please keep up the great work. You seem to be on the right track for the membership
- My comments are not so helpful, but I find it's really impractical to go to events downtown when I work outside of the downtown core. If I worked downtown I would be more inclined to participate. I attended the CALL session on west coast vices and thought it was excellent so I'm sure that would be a good program for VALL as well - though many others probably attended at the conference.
- Great programming and good variety of social events to choose from to accommodate all schedules.
- The Programming Committee does a great job of finding relevant speakers and host locations for lunches & brown bag lunches. I prefer the locations you were able to get this year over the Shangri-La space.

On behalf of VALL, the Programs Committee would like to thank our contributing membership for your responses. The data received from the Member Survey has given the committee valuable guidance and ideas for the upcoming season of 2016/2017.

Upcoming Conferences

Save the date for these upcoming 2017 annual conferences!

CALL

This year's [conference](#) will be held in Canada's capital, Ottawa, from May 7-10th.

SLA

The [2017 Annual Conference](#) will be held June 16-20th in Phoenix, Arizona.

AALL

The [110th AALL annual meeting and conference](#) will be held July 15-18th in Austin, Texas.

If you are going to any of these conferences, please consider writing a review for the summer issue of the *VALL Review*! Contact Alexandria and Stef at vallreview@gmail.com.

VALL Review Newsletter Article Content Submission Guidelines

Please take a look at the guidelines below and contact the *VALL Review* Editors if you have any further questions. You do not have to be a VALL member to write for us. Anyone is welcome to contribute to the *VALL Review* as long as you meet the guidelines below. Thanks for your support and interest!

Purpose of VALL Review

- To provide short news and articles on library information and knowledge management developments of interest to VALL members with a priority focus on legal information and related issues concerning the legal sector.
- To highlight resources of interest to VALL which would be useful to the legal community and for professional library staff development.

Authors are advised to submit their draft articles that meet the minimal criteria:

- 1) In Microsoft Word, plain text or RTF.
- 2) Maximum of up to 800 words for full articles.
- 3) Single spaced with paragraphs.
- 4) Functional URLs and corresponding footnote bibliographic information for further reading.
- 5) Identification of author, their official position title and parent organization.

Publishers and vendors should only highlight for submission any new product developments that the vendor has not yet publicly released or that the vendor would like feedback from its customers. (Note: If a vendor has already released public marketing information to all customers on its corporate web site, *VALL Review* editors will exercise rights to determine if there is sufficient space to include the submitted information, in light of other VALL content publishing priorities.)

**VANCOUVER ASSOCIATION OF LAW LIBRARIES
STATEMENT OF INCOME AND EXPENSES
AUGUST 1, 2015 – JULY 18, 2016**

| | | | |
|---|-------------------------|------------------------|--------------------|
| Chequing Account Balance July 31, 2015 | | | \$9979.18 |
| | | | |
| INCOME | | | |
| | Membership Fees | \$3928.40 | |
| | Bank Interest | \$5.90 | |
| | Seminar Fees | \$4287.79 | |
| | | | \$8,222.09 |
| EXPENSES | | | |
| | Post Office Box | \$180.60 | |
| | Seminar Venues/Catering | \$1635.20 | |
| | Speaker Gifts & Fees | \$495.75 | |
| | Seminar Refund | \$11.00 | |
| | Website | \$56.00 | |
| | Steve Matthews Gift | \$50.00 | |
| | PBMF Bursary | \$1,500.00 | |
| | | | \$3928.55 |
| NET INCOME | | | \$4293.54 |
| Chequing Account Balance July 18, 2016 | | | \$14,272.72 |
| | | | |
| | Membership Shares | | 118.77 |
| | | | |
| Peter Bark Memorial Fund | Term Deposit | Matures April 22, 2018 | \$10,500.00 |
| | T-Bill Savings Account | | \$1,375.53 |
| | Shares | | \$152.66 |
| | | | \$12,028.36 |