



## **ANNUAL GENERAL MEETING 2009 ACCOMPANYING DOCUMENTS (1)**

- Minutes of Annual General Meeting 2008 (Agenda Item 2)
- General Report of Council and Annual Reports of Standing Committees and Editorial Boards (Agenda Item 3)
- Hon. Treasurer's Summary of Receipts and Payments for 2008/2009 (Agenda Item 4)

Angela Donaldson  
Hon. Secretary

May 2009

## **ANNUAL GENERAL MEETING**

**Minutes of the 40<sup>th</sup> Annual General Meeting held at the RDS Dublin on Friday 13<sup>th</sup> June 2008 at 12.30pm.**

**91 members attended (list issued separately)**

**Chair: Jennefer Aston**

### **1. Apologies**

Apologies were received from Vivian Grainge, Maria Mawson, Loyita Worley, Diane Raper, Jane Buggle, David Byrne, Tony Fleming, David Farley, Jayne Hall, Hazel Hewison, Audrey Walker, Judith Lowe, Marilyn Siddons-Smith, Jackie Fishleigh.

### **2. Minutes of previous AGM**

The minutes of the thirty-ninth Annual General Meeting held at Sheffield City Hall on Friday 15<sup>th</sup> June 2007 were received and accepted as correct.

Proposer: Elaine Bird

Seconder: Jas Breslin

### **3. Reports**

The Annual General Report of Council was received and accepted.

The report of the Awards & Bursaries Committee was received and accepted.

The report of the Conference Committee was received and accepted.

The report of the Legal Information Group was received and accepted.

The report of the Editorial Board of Legal Information Management was received and accepted.

The report of the Membership Services Committee and the Duplicates Exchange Scheme report were received and accepted.

The report of the PR & Promotions Committee was received and accepted.

The report of the Professional Standards Committee was received and accepted.

The report of the Publications Committee was received and accepted.

The report of the Web Board was received and accepted.

Proposer: Ruth Bird

Seconder: Susan Scorey

A vote to accept these reports was carried by a majority.

#### **4. Hon Treasurer**

This year the Association's payments amounted to £266,104 and receipts came to £310,352. However, as the 2008 Dublin and 2009 Manchester Conference will take place outside the 2007/08 financial year, the income and expenditure for these conferences will not be included in the accountant's final report. Consequently, this year the Association has made a profit of approximately £44,248.

The following are noteworthy in relation to this financial year's figures:

##### **2007 Sheffield Conference**

The Sheffield Conference produced a profit of approximately £8,600. There is one outstanding invoice which relates to a company in administration and I am currently liaising with the administrators.

##### **2008 Dublin and other future conferences**

Expenditure for the Dublin conference during the period 1 April 2007 to 31 March 2008 was £18,690 and income £46,500. These figures do not include the VAT element as BIALL is unable to recover VAT paid to our Irish suppliers. However, as this conference will take place in the 2008/09 financial period, this figure will not be included in the accountant's final report. This expenditure is worth noting as these expenses have been paid out of this financial year's income and existing current account funds. The requirement to pay deposits well in advance for conference venues demonstrates the need to have sufficient funds in our conference account. Site visits costs for the 2009 Manchester Conference amounted to £408.

##### **Council**

Conference expenditure includes the attendance of Officers and Committee Chairs at the Sheffield, CALL and ALLL conferences.

Council agreed to donate £200 to the Princess Alice Hospice, Esher, in memory of Zosia Carson.

##### **Newsletter**

Electronic delivery continues to save on printing and postage costs and, with the continued Justis sponsorship, the Newsletter has produced a surplus of £1,693.

##### **Website**

The Association's website continues to be self-funding. The Job Board generated a surplus of £6,746 as well as offering a useful service to our members.

##### **Professional Development Courses**

Surplus income from courses amounted to £8,572. This figure does not include £4,892, which is anticipated from the Legal Foundations course, formerly the Law for Librarians' course, and run in conjunction with the University of Westminster. However, this figure is due to be received prior to the AGM and should be included in the Reeves & Neylan report.

##### **Bursaries and Awards**

This figure comprises £1,500 for the Alex McVitty Award and £3,138 for members' bursaries to attend the Sheffield and two overseas conferences.

No Wallace Breem or Betty Moys awards were made during the 2007/08 financial period.

##### **Corporation tax and VAT liability**

The Association paid £393.43 corporation tax for the year ending March 2007. Our accountants estimated the corporation tax to be around £1,254. However, when completing the accounts, corporation tax losses were brought forward to offset some of the tax payable.

The Association received a refund of £7,856.07 in June 2007 for VAT paid during the 2006/07 financial year as we were able to recover a significant amount of the VAT on the Brighton

conference and JSI accommodation. Our minimal VAT payment of £2,025 was based on our 2006/07 VAT return.

**Accountancy Fees**

The Association paid fees of £8,586. This figure includes advice we sought from Reeves & Neylan and Russell Brennan Keene, a firm of Irish accountants, in relation to VAT matters for the Dublin conference.

**Salary Survey**

The cost of compiling the Salary Survey was £1,870 and income received £30. This year's Salary Survey cost less to produce than the 2006/07 financial year as there were fewer responses.

**Duplicates Exchange Scheme**

The Duplicates Exchange Scheme produced a surplus of £3,019. Electronic delivery and minimal costs associated with the Scheme continue to reduce the cost of this service to members.

**Publications**

BIALl publications have produced valuable income of £2,089 for the Association this financial year. This figure included royalties from sales of the Moys Classification Scheme and Legal Information Handbook £242 and £585 respectively. Sales of the BIALl Directory and Legal Research Packs produced income of £652 and £540 respectively. Expenses amounted to £434.

**Legal Information Management**

£9,464 was paid into the Association's current account in April 2007. This figure was taken into account in the 2006/07 accounts prepared by Reeves & Neylan. Notification of any surplus/monies owed to CUP for the 2007/08 financial year has yet to be received. Editorial expenses and members' copies and production costs amounted to £15,277.

**Bank Interest**

Bank interest was £5,173. Our bank has agreed to pay quarterly interest on the Association's two current accounts. The funds in the Capital Reserve Account have been transferred to a higher interest account.

**Bank and Streamline Charges**

Bank and Streamline charges amounted to £1,791. Streamline charges are payable on Conference credit card receipts.

**Account Balances**

The Capital Reserve fund includes £8,200 from Betty Moys's estate for the purpose of BIALl members' attendance at overseas conferences.

The Conference account includes income received from exhibitors at the forthcoming Sheffield conference. This income will not be reflected in the Reeves & Neylan report.

The Hon. Treasurer thanked everyone who has worked so hard on behalf of the Association and contributed to the improved financial state.

The report of the Hon Treasurer was received and accepted, by a majority vote.

Proposer: Barbara Tearle  
Secunder: Catherine McArdle

The draft set of accounts from Reeves & Neylan were received and approved and the reappointment of Reeves & Neylan as BIALl's auditors was approved with a majority vote.

Proposer: Jenny Withnall

Seconder: Marianne Barber

The Hon. Treasurer then invited comments or questions from the members:

Anne Manuell, University of Bristol thanked the Treasurer for her report and asked for her comments on the cost of the Dublin Conference, given the high profit from the previous year.

The Treasurer replied that the rates for the Conference are set a long while in advance, and that the Conference Committee can never tell at the time rates are set, how many will attend, or how much sponsorship will be secured.

Elaine Bird, Conference Committee Chair thanked the Treasurer for her hard work, and commented that this year's was an unusual surplus.

Jackie Fishleigh, BIALL President, commented that the extra money was a surplus and not a profit as such, as we don't know from year to year how much we may make or lose. The Edinburgh conference suffered a deficit.

The Treasurer confirmed that the Edinburgh conference had resulted in a deficit of £25,000.

#### 5. **Officers and Members of Council 2008/09**

The Hon. Secretary reported that a single nomination had been received for the posts of President and President Elect, and so Jackie Fishleigh is confirmed as President and Daniella King as President Elect. No nominations were received for the post of Hon. Treasurer so Council had coopted Alden Bowers, pending approval at the July 2008 Council meeting. Angela Donaldson continues in office as Hon. Secretary for a further year.

The Hon. Secretary reported that one nomination for each of the three Elected Member vacancies had been received and so Emily Allbon, Jas Breslin and Loyita Worley had been elected. Ruth Bird continues in office for a further year.

Accordingly the members of Council for 2008/09 will be:

President	Jackie Fishleigh
President Elect	Daniella King
Hon. Treasurer	Alden Bowers
Immediate Past President	Jennefer Aston
Hon. Secretary	Angela Donaldson

Council Members:	Emily Allbon
	Jas Breslin
	Ruth Bird
	Loyita Worley

Proposer: David Hart  
Seconder: Sue House

#### 6. **Membership Subscriptions for 2008/2009**

The Treasurer proposed the following increases in subscriptions from 1<sup>st</sup> April 2009.

Personal members	£70
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Institutional members	£210
Unemployed/retired members	£17
Student members	£17

Proposer: Daniella King  
Seconder: Marianne Barber

These rates were accepted.

**7. Proposed revision of the Constitution**

Council proposed an amendment to the BIALL Constitution to allow for the possibility of conducting ballots of the membership using electronic means in future, rather than printed ballots.

Proposer: Ruth Bird  
Seconder: Roger Cook

The proposal was carried unanimously.

**8. Proposed revision of the Regulations**

Following on from the changes to the Constitution made at last year's AGM regarding the change of name from Chair to President and Vice Chair to President Elect, the Regulations needed to be amended to take account of these changes.

Proposer: Elaine Bird  
Seconder: Marianne Barber

The proposal was carried unanimously.

The Chair then gave formal thanks to Barbara Tearle, the outgoing President, and Sally Phillips, the outgoing Vice President, on behalf of all the members, for their hard work and enormous contributions to BIALL and Council.

**9. Future Conferences and Meetings**

The 2009 Annual Conference will take place in Manchester, 18<sup>th</sup> – 20<sup>th</sup> June 2009.

**10. Any other Business**

- Incoming Committee Chairs were asked to see Brian Thomas so that photographs could be taken for the website.
- Thanks were given to Penny Bailey for her hard work in setting up the membership database and her huge contributions to the BIALL website. She was presented with a token of BIALL's appreciation. Penny in turn thanked Sean Barr and Olwen Mitchell for their roles in setting up the original website, and also the Web Board Committee members.
- The Hon. Treasurer was formally thanked for her hard work in her four years of office, and was presented with a token of BIALL's appreciation.

The meeting closed at 13.10pm.

List of members attending the BIALL AGM 2008, RDS Dublin, Friday 13<sup>th</sup> June 2008 at 12.30pm.

<b>Allbon</b>	Emily
<b>Anderson</b>	Michelle
<b>Aston</b>	Jennefer
<b>Bailey</b>	Penny
<b>Barber</b>	Marianne
<b>Batts</b>	Sara
<b>Beaumont</b>	Jon
<b>Bell</b>	Maria
<b>Bird</b>	Elaine
<b>Bird</b>	Hazel
<b>Bird</b>	Ruth
<b>Boag</b>	Isla
<b>Boucher</b>	Hilary
<b>Bowers</b>	Alden
<b>Bowl</b>	Catherine
<b>Breslin</b>	Jas
<b>Burns</b>	Niamh
<b>Cleaver</b>	Angela
<b>Clinch</b>	Peter
<b>Cook</b>	Roger
<b>Covington</b>	Caroline
<b>Darroch</b>	Jennifer
<b>Davies</b>	Emma
<b>Donaldson</b>	Angela
<b>Doyle</b>	Mary
<b>Duffy</b>	Philip
<b>Edwards</b>	Janice
<b>Facey</b>	Martha
<b>Farragher</b>	Ailish
<b>Furlong</b>	John
<b>Gerrard</b>	Craig
<b>Gleeson</b>	Elizabeth
<b>Goy</b>	Juliet
<b>Gregory</b>	Clare
<b>Griffiths</b>	Laura

<b>Gruby</b>	Louisa
<b>Haines</b>	Mark
<b>Hamley</b>	Julie
<b>Hart</b>	David
<b>Hawkins</b>	Emma
<b>Hayward</b>	Vanessa
<b>Heaney</b>	Siobhan
<b>Hill</b>	Sue
<b>Holborn</b>	Guy
<b>Holden</b>	Christine
<b>Hood</b>	Grant
<b>Horslen</b>	Janet
<b>House</b>	Sue
<b>Jannetta</b>	Victoria
<b>Johnston</b>	Aileen
<b>Jones</b>	Ruth
<b>Kazakeviciute</b>	Laima
<b>King</b>	Daniella
<b>Knobelsdorf</b>	Andreas
<b>Manuel</b>	Anne
<b>Maskovic</b>	Julie-Ann
<b>McArdle</b>	Catherine
<b>McCombe</b>	Samantha
<b>McCrudden</b>	Bronagh
<b>Miskin</b>	Christine
<b>Morley</b>	Fiona
<b>Mosley</b>	Caroline
<b>Mulcahy</b>	Helen
<b>Mullan</b>	James
<b>Newlove</b>	Christine
<b>Palmer</b>	Karen
<b>Petruk</b>	Valeria
<b>Ramburrun</b>	Robi
<b>Read</b>	Katherine
<b>Reilly</b>	Philip

<b>Riley</b>	Helen
<b>Sabbage</b>	Lisa
<b>Sansom</b>	Janice
<b>Scorey</b>	Susan
<b>Scott</b>	Rachel
<b>Semple</b>	Heather
<b>Shanks</b>	Barry
<b>Sims</b>	Jonathan
<b>Smith</b>	Peter
<b>Spells</b>	Sarah
<b>Stewart</b>	Neil
<b>Storey</b>	Anne

<b>Taylor-Williams</b>	Dawn
<b>Tearle</b>	Barbara
<b>Thomas</b>	Brian
<b>Wares</b>	Chris
<b>Williams</b>	Pauline
<b>Wills</b>	David
<b>Wilson</b>	Jude
<b>Wintle</b>	Elaine
<b>Withnall</b>	Jenny

### **BIALL President's Report 08-09**

Following the implementation of the new governance structure, this is the first year that BIALL has had a President rather than a Chair. It has been an honour to be the first person to be elected to this office.

We have also changed the Constitution to allow the electronic delivery of ballots. This was agreed at the AGM last year and approved by a postal ballot of members. The process of reform started as part of the Strategic Review is thus complete. I would like to thank everyone who has been involved in carrying out these important changes which should make the Association fit for purpose in the electronic age.

This leads me on to the major project of this year which has been the new Website. Web developers Fat Beehive were selected to work with the Web Committee to design this for us. At the time of writing the structure and some of the finer technical details are being finalised. Progress is proceeding well and there will be an opportunity to view the results on screen at the Conference. The Web Committee have put a great deal of work into this for which we are all most grateful. I hope you agree that having a state-of-the-art website will be of great benefit to the membership as a whole.

As everyone is no doubt well aware this has been a difficult year financially both for organisations and individuals generally. We have been fortunate at BIALL that the great care taken with finances in previous years has left the Association with healthy balances in both our current account and reserve fund. This has enabled us to offer registration fees for our Manchester Conference at even lower levels than 2006 and also to make available three times the usual numbers of bursaries to encourage attendance. Although numbers this year will undoubtedly be lower than last year due to deep cuts in training budgets at law firms, we are fortunate that very strong sponsorship and an excellent programme put together by an extremely hardworking Conference Committee will see us through and make the event a success again this time.

The downturn has also led to a squeeze on active membership. This is understandable but we have made special efforts to maintain our traditionally high levels of member involvement. I am pleased to report that all the Officer and Council posts will be filled at the AGM. Committees have been the hardest hit but we have and will continue to undertake recruitment drives to address this.

I have been very impressed at the great range of skills and expertise amongst our members and at their level of commitment even when under pressure at work. We are very lucky to have such a pool of talent and we will continue to tap it vigorously!

Finally I would like to thank my fellow Officers for all their hard work, enthusiasm, help and support throughout my Presidential year namely Angela Donaldson as Honorary Secretary, Alden Bowers as Honorary Treasurer, Daniella King as President-Elect and Jennefer Aston as Past Chair.

Jackie Fishleigh,  
BIALL President

11 May 2009

## **GENERAL REPORT OF COUNCIL**

### **ANNUAL REPORT 2008-2009**

#### **Report prepared by:**

Angela Donaldson, Hon. Secretary

#### **Membership of Committee (No of meetings attended)**

##### Officers:

Jackie Fishleigh, Payne Hicks Beach, President (4)

Daniella King, Winckworth Sherwood, President Elect (4)

Alden Bowers, Wildys, Hon. Treasurer, (4)

Angela Donaldson, Nottingham Trent University, Hon. Secretary (3)

Jennefer Aston, Bar Council of Ireland, Chair (3)

##### Council Members:

Emily Allbon, City University, (3)

Ruth Bird, Bodleian Law Library, (4)

Jas Breslin, Morrison & Foerster (4)

Loyita Worley, Reed Smith, (4)

David Wills, Squire Law Library, (3)

#### **Vacancies arising on the Committee**

- Jackie Fishleigh steps down as President to be replaced by Daniella King
- Daniella King steps down as President Elect to be replaced by David Wills.
- Angela Donaldson steps down as Hon. Secretary to be replaced by Elaine Bird.
- Jennefer Aston steps down as Immediate Past President.
- David Wills steps down as a Council Member.

#### **Dates of meetings held in the past year**

4<sup>th</sup> July 2008

10<sup>th</sup> October 2008

9<sup>th</sup> January 2009

3<sup>rd</sup> April 2009

#### **Major issues, achievements**

Administration: BIALl is now registered with the Information Commissioner's Office. The Hon. Secretary will be responsible for keeping this registration up to date.

BIALl Archives Sub-Group: A sub-group, chaired by the President Elect has been looking into moving the BIALl hard copy archive to another location. Good progress has been made on this issue.

BIALl Academic Law Librarians Special Interest Group: Council approved a proposal to set up an Academic SIG, which is now up and running with its own mailing list.

CILIP Task & Finish Group on User Privacy in Libraries: The Hon. Secretary has been representing BIALl on this CILIP Task & Finish Group, which is due to produce some guidelines before the end of 2009.

**Other matters of interest to BIALL members**

Paid members, as at **29<sup>th</sup> May 2009** are as follows:

Personal members:	511
Institutional members:	116
Retired members:	13
Student members:	5
Unemployed members:	10
Life members:	13
Total:	667

**Council**

**Ordinary Members**

**ANNUAL REPORT 2008-9**

**Report prepared by:**

Jas Breslin

**Ordinary Members of Council 2008-09**

Ruth Bird, Jas Breslin, David Wills, Loyita Worley, Emily Allbon

**Activities**

Main function is to contribute to more complex decisions and reforms being undertaken by Council and to liaise with the various committees to ensure good communication. Ordinary members also undertake specific projects and developments as and when need arises.

The following is a list of the various BIALL-related activities undertaken by one or other of the Ordinary Members.

- Attended Council Meetings
- Attended committee meetings for the following committees as Council Liaison: Publications, BWEB, PR & Promotions, Professional Development, Legal Information Group, Awards & Bursaries
- Attended Online 2008 – represented BIALL on their stand
- Attended BIALL Cheese & Wine event
- BIALL Legal Journals Award – participated in the judging panel
- Involvement in planning BIALL's 40<sup>th</sup> Anniversary celebrations
- Working with the PR Committee to clarify the relationship between BIALL and external organizations
- Set up the BI-ALLG list for academic law librarian members of BIALL, which currently has 59 signed up members.
- Represented BIALL at the AALL conference
- Assisted the Hon. Secretary in registering BIALL on the Data Protection Registry held by the Information Commissioner's Office
- Participated in the re-activation of the BIALL-SOLOs group (currently 93 members) which involved setting up a blog, setting up a group on LinkedIn, and arranging webinars of interest to the group.
- Liaison with LexisNexis over the planning of the Halsbury's Awards 2009.

## Awards and Bursaries Committee

### ABC

#### ANNUAL REPORT 2008-09

#### Report prepared by:

Susan Scorey

#### Membership of Committee

List of Members	Meetings attended	Stand down date
Susan Scorey (Chair)	3	2010
Judith Low (Vice Chair)	3	2009
David Wills	3	2009
Ruth Bird (Council rep)	2	-
Clare Brown	2	2011
Julie Doran/Brian Thomas (Web liaison)	1	-
David Gee	2	2011

#### Vacancies arising on the Committee

David Wills is due to step down from the Committee after the Manchester Conference.

Judith Lowe is also due to step down, but permission has been sought from Council to extend her membership for a further period given the large workload and small number of Committee members.

The Committee will again be seeking new members to replace the above and share out activities, during 2009-10.

#### Dates of meetings held in the past year

- Monday 8 September 2008
- Friday 6 March 2009
- Monday 11 May 2009

The Chair of ABC also represented the committee at SCOSAF and one Council meeting during the year.

#### Major issues, achievements

ABC has been responsible for a large workload during the year, which has included administering over fifteen different awards and bursaries.

Our focus this year has been on establishing new committee members and a new Chair, as well as promoting the awards and bursaries as widely as possible within the membership and externally.

## **AWARDS**

A number of awards were made at the Dublin Conference in June 2008:

- **BIALL Wildy Law Librarian of the Year** – David Hart
- **Customer Relations Initiative Award** – Institute of Advanced Legal Studies, Document Supply Service
- **Halsbury's Best Legal Information Service (Non-Commercial Sector)** - The Law Society Library, London
- **Halsbury's Best Legal Information Service (Commercial Sector)** - Ward Hadaway Information Services, Newcastle
- **Halsbury's Best London Legal Information Service (Commercial Sector)** London - Sidley Austin LLP Information Services
- **Legal Journals Award** – Criminal Law Week
- **Wallace Breem Memorial Award** – Cathie Jackson

At the time of writing, nominations for these awards for 2009 (except Wallace Breem which is not due until 2010) are being received and the adjudication processes are underway. Presentations will be made at the Manchester Conference.

As last year, the number of nominations received for these awards was somewhat disappointing. This was despite increased advertising, but may reflect the difficulties faced by organisations in the recession. This will be considered by the Committee during the next year.

## **BURSARIES**

As with Awards, the Committee administers a wide range of Bursaries throughout the year.

### **Alex McVitty Memorial Award**

ABC was honored this year to take over administration of this award which is an annual bursary for a post graduate City University student wishing to pursue a career in law librarianship. The award this year went to Laura Woods who previously completed a graduate traineeship at Gray's Inn.

### **Overseas Bursaries**

Craig Gerrard was awarded a bursary to attend the Nordic Law Librarians Meeting in Helsinki in June 2009.

A bursary from The Betty Moys Fund was awarded to John Furlong to attend the Canadian Association of Law Libraries conference in May in Halifax. The Betty Moys Fund was established for the purpose of providing financial assistance to members of BIALL, for professional visits overseas.

**BIALL Annual Conference Bursaries** - Additional funding was made available for Conference bursaries this year. Triple the normal amount was provided to ensure that as many members as possible, from a wide range of services and organisations, could attend the conference during the recession.

A total of sixteen bursaries have been offered to members, including one student bursary, ten to firm sector members (including one solo member), six academic, and one member currently looking for a new role.

**Kluwer Law International** has again kindly offered to support a European law librarian to attend the Manchester conference. The sponsorship has been accepted by Christoph Malliet, KU Leuven, Faculteit Rechten Bibliotheek, Belgium.

**Legal Library Services** are also kindly sponsoring an overseas law librarian, but from outside Europe and North America. At the time of writing, the bursary has been offered and we hope the candidate will be able to attend.

**Sweet & Maxwell Limited Bursary.** ABC is grateful to Sweet & Maxwell who provide sponsorship towards the costs of a BIALL member to attend the annual conference.

**President's Bursary** – despite writing to all retired and life members of BIALL, no applications have been received this year for this bursary.

#### **Proposals accepted by BIALL Council**

To allow ABC to make nominations for awards where a service, publication or person has not been nominated, yet has been acknowledged as making a significant contribution to BIALL, the legal information profession or legal publishing

#### **Other matters of interest to BIALL members**

My thanks go to all members of the Awards and Bursaries Committee this year, for their ongoing support and commitment. This is despite heavy workloads in their 'day jobs'! I am also very grateful to David Wills, previously Chair of ABC, who is stepping down after the conference, and to Brian Thomas for updating our web content.

**BIALL CONFERENCE COMMITTEE  
Annual Report 2008-2009**

**Report prepared by John Furlong**

**Membership of Committee**

John Furlong – Chair  
Gillian Watt – Vice Chair and Exhibition Co-ordinator  
Catherine Bowl – Finance Office  
Hannah Fogg – Programme Co-ordinator  
Niamh Burns – Programme Co-ordinator  
Catherine Kenwright – Exhibition Co-ordinator  
Alden Bowers (ex Officio)  
Jackie Fishleigh (ex Officio)  
Daniella King (ex Officio)

**VACANCIES ARISING ON THE COMMITTEE**

Elaine Bird resigned from the Committee in August 2008  
Catherine Kenwright joined the Committee in October 2008

**DATES OF MEETINGS HELD IN THE PAST YEAR**

- 8 August 2008
- 24 October 2008
- 28 November 2008 (Finance)
- 30 January 2009
- 20 February 2009 (Strategy Day)
- 20 March 2009
- 15 May 2009

**Site Visits**

- Manchester 22-23 August 2008
- Brighton 20-21 January 2009

**MAJOR ISSUES/ACHIEVEMENTS**

- The BIALL 2008 Conference in Dublin ran successfully and generated a surplus of approximately £24,000.

**PROJECTS UNDERTAKEN**

- The Committee held a Strategy Day in January 2009 to identify possible long term issues with regard to the Conference.
- The Committee is actively engaged in the provision of a unified online payment system for the Association which it hopes will be functioning for registrations and bookings for the 2010 Conference.

**PROPOSALS ACCEPTED BY BIALL COUNCIL**

- That the 2009 Conference be held in Manchester.

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**LEGAL INFORMATION GROUP**

**LIG**

**ANNUAL REPORT 2008/2009**

**Report prepared by:**

David Percik (LIG Chair)

**Membership of Committee**

<b>Name</b>	<b>Meetings Attended</b>	<b>Role/Organisation</b>	<b>Standing down</b>
David Percik (Chair)	4	EU Librarian – Law Society Library	July 2012
Marie McCrohan (Vice-Chair)	4	Research & Information Resources Manager – Orrick, Herrington & Sutcliffe	July 2010
Chrissy Street	1	Information Services Manager – Clifford Chance	July 2009
Joe Donnelly	3	Librarian - The Judges' Library, Áras Uí Dhálaigh	July 2009
Mark Stanley	3		July 2010
Lynne Jones	2	Lewis Silkin	July 2010
David Ogden	2	Ministry of Justice	July 2011
Kirsty Milton	2	Latham & Watkins	July 2012

**Vacancies arising on the Committee**

Scottish representative  
Academic sector representative  
Irish representative

**Dates of meetings held in the past year**

11<sup>th</sup> August 2008  
25<sup>th</sup> February 2009  
20<sup>th</sup> April 2009  
11<sup>th</sup> May 2009

**Major issues, achievements**

**Liaison with publishers**

As in most years, this has been the main focus of the committee's work in 2008/2009. LIG members work with the publishers indicated below to represent BIALL members' interests and work to improve relations between the profession and its suppliers.

Major issues occurring over the past year that involved action by LIG members included:

Invoicing and credit control procedures (LexisNexis)  
 Delivery notification systems (Sweet & Maxwell)  
 Bundling of print and electronic services (Informa)

A full list of LIG committee members with the publishers they currently liaise with is presented here:

<b>LIG Committee Member</b>	<b>Publisher</b>
David Percik (Chair)	Cambridge University Press Hammicks Hart Jordans Oxford University Press Vathek Wildys
Marie McCrohan (Vice-Chair)	ICSA Tottel Wolters Kluwer
Chrissy Street	FT PLC
Joe Donnelly	Irish publishers
Mark Stanley	Incorporated Council of Law Reporting LexisNexis Butterworths
Lynne Jones	Sweet & Maxwell
David Ogden	Justis
Kirsty Milton	Informa

### **Code of Good Practice for Law Publishers**

The committee spent a considerable amount of time reviewing the text of the Code and the principles behind it. The consensus over the past year has been that the Code has not achieved its stated aims, largely due to inconsistent application by publishers, such that relations between LIG and certain publishers have been damaged.

The review process resulted in a new attitude to the Code, focusing on a positive document representing the aspirations of BIALL members rather than a negative one trying to enforce practices on publishers. Publishers' representatives were consulted in May 2009 and were broadly receptive to the committee's ideas. Consultation of BIALL members will take place during June, including at the BIALL conference, and a formal recommendation will be submitted to Council in July.

### **Legal Online Resources Directory (LORD)**

There has been no significant action taken this year with regard to LORD. Access to the database will be removed from the public part of the new BIALL website in June 2009, and the project will be reviewed towards the end of the year.

### **Projects undertaken**

There are numerous suppliers of legal information that do not have a formal relationship with LIG. One project for the coming year will be a concerted attempt to broaden the committee's coverage, focusing especially on trying to establish key contacts in organisations receptive to communication with LIG about issues affecting BIALL members.

In the coming year the committee will also be promoting itself and its services to BIALL members. In part this is prompted by a need to recruit more members to the committee, but is also designed to show the benefits provided by the committee to the profession as a whole. Initial plans in this area include promotion of and consultation re the Code, and a talk to the BIALL SOLOS group.

### **Proposals accepted by BIALL Council**

Traditionally, one responsibility of LIG has been copyright. In April 2009 LIG requested that Council review the way in which BIALL responds to copyright issues. As a result, LIG currently has no representative on LACA.

**Legal Information Management Editorial Board**

**LIM EB**

**ANNUAL REPORT 2008-09**

**Report prepared by:**

Janice Edwards

**Membership of Committee**

Janice Edwards, Chair, Stands down July 2009, 2004 (3)

Sarah Froggatt , Vice chair takes over as chair July 2009, 2004 (4)

Michelle Celik, Vice Chair from July 2009 (4)

Claire Groom, (4)

Marianne Barber, 2008 (3)

Wendy Lynwood, 2008 (2)

Michael Oberwarth, Book Review editor, resigned (2)

Pattie Punch, 2007 (2)

Julie Doran, 2006? Book review editor, April 2009 onwards (2)

Christine Miskin, Editor, is also a member

Rebecca O'Rourke and Tristan Collier attend for CUP

**Vacancies arising on the Committee**

We have a couple of vacancies, as Michael has resigned and I am standing down.

**Dates of meetings held in the past year**

July 15<sup>th</sup> 2008

October 14<sup>th</sup> 2008

January 20<sup>th</sup> 2009

April 27<sup>th</sup> 2009

**Major issues, achievements**

We negotiated a new contract with CUP, with whom we decided to continue as publisher of LIM. Our new Commissioning Editor at CUP, Rebecca O'Rourke, is excellent and we have developed a good working relationship with her and her team. She works really hard for us and is very quick to respond to any queries or problems

We undertook a survey of members to check we were meeting requirements with LIM which showed a very positive response, as well as providing some very helpful feedback. Practically all of the work on preparation and analysis of this was done by Rebecca at CUP.

CUP are loading all of the back issues of LIM onto their online journals database, and LIM is now available in full text on Westlaw too.

The surplus for LIM this year was the highest ever, although it won't go through the accounts until the 2009/10 financial year, at over £15,000.

**Other matters of interest to BIALl members**

LIM has maintained subscriber numbers despite the present economic climate, and we and CUP expect that to continue. Online full text downloads (which make us a bit of money) have increased substantially and we expect the inclusion of LIM on Westlaw to continue this trend.

We changed the cover of LIM this year, with the help of the CUP team, which we are very happy with.

LIM Editor Christine Miskin continues to do an excellent job, sourcing relevant and timely articles for BIALl members' and subscribers' edification.

## **MEMBERSHIP SERVICES COMMITTEE**

### **MSC**

#### **ANNUAL REPORT 2008/09**

#### **Report prepared by:**

Hazel Eccleston

#### **Membership of Committee**

Hazel Eccleston (Vice Chair) - 5

Maria Mawson - 3

Sara Batts - 2

Helen Williams - 3

Rachel Scott - 2

Caroline May (BIALl Duplicates Exchange Scheme Organiser) –1 (New member)

#### **Vacancies arising on the Committee**

Two vacancies were due to arise:

Maria Mawson and Helen Williams were due to finish their terms in June. Helen will be staying on in the capacity of Duplicates Exchange Scheme Organiser as Caroline May is leaving this post due to a job change and Maria's place will be covered by the two new members listed below.

#### **New Members**

The following new members need to be approved by Council:

#### **Lisa Hawkesworth**

SES Faculty Librarian  
University of Liverpool

#### **Nicky Vignoli**

Legal researcher – Bond Pearce LLP

#### **Dates of meetings held in the past year**

12<sup>th</sup> August 2008

27<sup>th</sup> November 2008

17<sup>th</sup> February 2009

12<sup>th</sup> May 2009

#### **Major issues, achievements**

The BIALl salary survey 2008 was published and posted on the Members' Only Pages of the BIALl website in August 2008. The 2009 year's survey questionnaire will be sent out in July and the results will again be analysed by Shona McTavish. The 2009 survey is due out in August 2009. It is hoped that an online survey will be run alongside the printed survey by means of 'Survey Monkey', an online questionnaire service.

The Members Information Pack was checked and updated in January/February 2009.

The Alex McVitty Award was moved to the Awards and Bursaries Committee.

Have Your Say was promoted using the BIALL blog and various e-mail lists which generated questions and encouraged members to raise any concerns/issues that they had about BIALL.

### **Projects undertaken**

#### **Proposals accepted by BIALL Council**

#### **Other matters of interest to BIALL members**

Carline May has resigned as Duplicates Exchange Scheme (DES) Organiser as she has changed jobs and no longer works in legal sector. The Committee would like to thank Caroline for all her hard work on the scheme which has been a great success. Helen Williams has taken over as DES Organiser.

Two new members were recruited in April after a message was posted on BIALL Maitalk. Nicky Vignoli and Lisa Hawkesworth will attend their first meeting on 12<sup>th</sup> May at the IALS.

## **DUPLICATES EXCHANGE SCHEME**

Annual Report 2008-2009

The Duplicates Exchange Scheme is a means by which all libraries can share resources, helping both large and small firms, academic and government libraries.

The Scheme is open to all libraries whether or not they are members of BIALl with a dual membership subscription being applicable to non-BIALl members.

Lists of surplus stock are circulated three times a year in June, February and October.

Material is offered on a first come, first served basis so there is an embargo on contacting offering libraries until 10am on the Exchange Day.

All lists are now compiled in Word and emailed to the organiser. There is now only a few days gap between submission of lists and publication of the compiled document and one week to the Exchange Day. The compiled document is consistently over 260 pages long and is emailed out to members as a Word document. It is also available to download on the BIALl website.

### **Membership**

Total membership for 2008/09 was

Comprising:	91
Universities and Colleges	36
Solicitors' firms	39
Bar Libraries and Court Libraries	7
Public and Government Bodies	2
Barristers' chambers	5
Public Libraries	0
Other	2

This year's three exchange days have run very smoothly.

### **The Future**

Invoices for the new subscription year have just gone out. Subscription rates have been frozen this year.

Caroline May  
May 2009

## PR and Promotions Committee

### PR Committee

#### ANNUAL REPORT 2008-2009

#### Report prepared by:

Catherine McArdle

#### Membership of Committee

Committee member	Attended	Stands Down
Catherine McArdle(Chair)	3	2011
Lisa Anderson	0	2009
Vivian Grainge	3	2009
Ian Hunter (Vice Chair)	2	2009
Margaret Jones	0	2009
Michael Maher	2	2009
Claudette Minott (maternity leave)	0	2009
Heather Semple	1	2009
Anne Coles	3	2011
Davina Gifford	2	2011
Kathryn Hayes	2	2011
Sandra Oliver	1	2011
Anneli Sarkanen	2	2011
Theresa Thurston	2	2011
Brian Thomas (Web Board liaison)	1	
Loyita Worley (Council Rep)	2	

#### Vacancies arising on the Committee

Resignation of Lisa Anderson and Margaret Jones.

#### Dates of meetings held in the past year

21 May 2008; 30 October 2008; 05 March 2009

#### Major issues, achievements

Register of experts.

Dissertation prize for students at CILIP accredited institutions.

“How do I” wiki.

BIALL e-Christmas cards.

“Working in a Law Library” series of articles published in the *Gazette*.

#### Projects undertaken

Library school promotional visits continued during the year.

Attendance at exhibitions: Online Exhibition at Olympia December 2008

#### Proposals accepted by BIALL Council

Discussion concerning relationships between BIALL and external organisations – these will in future have to submit a business case which will be discussed at Council.

**Other matters of interest to BIALL members**

Attendance at careers fairs to promote legal information as a career is being looked into. The proposed survey into the management and provision of legal information was unable to progress due to a lack in sponsorship to allow the research to be undertaken. This is to be replaced by smaller regional surveys which can then be amalgamated to present a national picture of the legal information profession. Instructions for issuing press releases are being reviewed and the list of media contacts is being revised.

As my first year as Chair draws to an end I would like to thank Barbara Tearle for all the hard work she did in establishing and developing the PR Committee. Her enthusiasm was always catching.

I would like to thank all the members of the committee who have worked hard during the year and who have achieved results when their own work situations have been difficult. I would also like to thank other members of BIALL who have helped with the visits to library schools and attendance at the Online exhibition.

11 May 2009

**PROFESSIONAL DEVELOPMENT COMMITTEE**

**PD**

**ANNUAL REPORT 2008/09**

**Report prepared by:**

Hannah Milford

**Membership of Committee**

Hannah Milford, Chair (3); Finers Stephens Innocent LLP; Stands down June 2010  
Julie Ferris, Vice Chair (2); Allen & Overy LLP; Stands down June 2009  
Jane Buddle (0); BPP Law School, Leeds; Stands down June 2009  
Sue Kendall (2); Mills & Reeve; Stands down June 2009  
Lynne Cameron (2); Clifford Chance LLP; joined September 2008  
Mark Haines (2); BPP Law School, London; joined September 2008

Sian Heath; PWC; Stood down July 2008  
Jane Del-Pizzo; College of Law; Stood down September 2008  
Alden Bowers; Wildy & Sons; Stood down January 2009  
Lisa Sabbage; Charles Russell; Stood down January 2009

**Vacancies arising on the Committee**

We are seeking to recruit at least 4 new members to the committee.

**Dates of meetings held in the past year**

19<sup>th</sup> September 2008;  
30<sup>th</sup> January 2009;  
22<sup>nd</sup> May 2009;

**Major issues, achievements**

Courses held:

Pepper v Hart, 8<sup>th</sup> July 2008;  
Legal Foundations Course (with Westminster University)  
Legal Reference Materials in London, November 2008; Leeds, December 2008; and  
London, April 2009.  
Quiz, November 2008.  
Foreign and International Law Seminar, March 2009.  
Pre-Conference Seminar, Manchester 2009.

Other issues:

We are currently reviewing our long-standing courses (LFC; study weekend; pre-conference seminar) and how to continue with these in the future. We would welcome any suggestions and assistance with these.

We hope to run another quiz around the same time this year.

**Projects undertaken**

We would like to start exploring ways to turn some of our courses into an online format. However, we need to recruit committee members with expertise in this area in order to start looking at these.

**Proposals accepted by BIALL Council**

**Other matters of interest to BIALL members**

We have tried to reduce the amount of time that people need to spend out of the office at meetings, by holding them from 2pm - 5pm on a Friday afternoon, 3 times per year. This is sufficient to keep in touch; our courses are arranged on an on-going basis throughout the year.

We have several courses in preparation, details of which will be announced in due course, but we are always keen to receive suggestions for new courses.

## **Publications Committee**

### **ANNUAL REPORT 2008-09**

#### **Report prepared by:**

Craig Gerrard

#### **Membership of Committee**

Craig Gerrard – Chair (attended five meetings)

Sarah Spells – Vice-Chair and Newsletter editor (attended five meetings)

Helen Garner (new member) (attended one meeting)

Jon Beaumont – Newsletter editor (attended four meetings)

Karen Crouch – Newsletter editor (attended two meetings)

Laura Griffiths – Newsletter editor (attended five meetings)

#### **Vacancies arising on the Committee**

Daniella King stepped down from Committee and as Committee Chair. Craig Gerrard took over. Nicola Mason and Stephanie Verlander have resigned from the Committee

#### **Dates of meetings held in the past year**

May 13 2008

June 13 2008 (at conference)

November 12 2008

February 17 2009

May 12 2009

#### **Major issues, achievements**

The Newsletter has increased its frequency to six issues a year. This has worked very well.

#### **Projects undertaken**

Preliminary work has started on a new edition of the Moys classification scheme. The Committee has helped to rewrite pages for the new BIALL website.

#### **Proposals accepted by BIALL Council**

#### **Other matters of interest to BIALL members**

A new book is being discussed with Facet publishing and when more details are known this will be sent to Council for approval. Craig Gerrard will be stepping down as Chair in June and Sarah Spells will be taking over.

## **British & Irish Association of Law Librarians**

### **Hon. Treasurer's Summary of Receipts and Payments for 2008/09**

#### **Introduction**

This report details the income and expenditure of the Association from 1 April 2008 to 31 March 2009. Fixed and current assets and liabilities are not included.

The figures provided are subject to amendment by our accountants, Reeves & Neylan, who will prepare the final report on an accruals basis and will provide comparative figures for the previous financial year. Reeves & Neylan will also amend and adjust these figures where necessary to reflect transactions that relate to the previous and forthcoming year and also to account for any errors or omissions.

This report, therefore, should be treated as a preliminary summary on the state of the Association's finances during the course of the year, with the forthcoming report from Reeves & Neylan being treated as the true and final version.

This year the Association has made a surplus of approximately £61,956.

The following items are noteworthy in relation to this year's finances-

#### **Membership Subscriptions**

Income from membership subscriptions remained steady this year, with a slight increase of 2.3% over the previous year.

#### **Bank Deposit Interest**

Bank deposit interest received increased by 21.7% over the previous year, however the level of interest received on the reserve and current accounts fell dramatically at the end of 2008 and remains low. For instance in June 2008 an interest payment of £1,218 was received on a balance of £145,176 in the main reserve account. In March 2009 the interest payment had dropped to £797 on a balance of £285,000.

#### **Dublin 2008 Study Conference**

The Dublin Conference made a surplus of approximately £21,772. This was a result of the higher than expected level of attendance, particularly from Exhibitors, and an unbudgeted subsidy from Failte Ireland.

#### **Bank & Credit Card Charges**

Bank and credit card charges increased by 20% this year over last, primarily due to the increased use of credit card payments for Conference fees and membership renewals.

#### **Council**

Council expenditure was higher this year due to the increased costs associated with attending the Dublin Conference, and higher than usual level of costs in official delegates attending overseas conference, most notably the Australian Law Librarians Association Conference last September and the JSI in Washington D.C.

### **Courses**

Courses and seminars held this year generated a surplus of £12,383, down 10.7% from last year's surplus of £13,867, however this was due to higher than expected costs for the Pre-Conference Seminar and the absence of the Study Seminar.

### **Depreciation**

This amount relates to the purchase of new laptop for use by the Hon Treasurer. The total amount spent was £738.00, and in accordance with normal accountancy procedures this amount will be depreciated over three year.

### **Corporation Tax**

This is an estimated figure only. The exact figure will not be known until Reeves & Neylan have finished our annual account statement and prepared our corporation tax return.

### **Legal Information Management**

This year's figures do not include a surplus amount from Cambridge University Press in respect of subscriptions to Legal Information Management. This is purely an accounting change to allow the figure reported by Cambridge University Press to fit more easily into the Associations financial period. The surplus received on 2008 subscriptions will be included in the 2009/10 set of accounts.

### **Website**

This year's figures include an initial payment of £4,775 to Fat Beehive for the development work associated with the BIALL website relaunch, however this has been largely offset by the income received from Job Board advertisements.

### **Payments & Receipts in Advance**

These figures detail payments and income received during this financial year that relate to the 2009/10 financial year, and as such are reported here are for information purposes only.

**Alden Bowers**  
**Honorary Treasurer**  
**May 2009**

Item	Expenditure	Income
<b>Membership subscriptions (2008/09)</b>		£ 77,508
<b>Bank deposit interest</b>		£ 8,190
<b>Council</b>	£ 16,805	
<b>Committees</b>		
Awards & Bursaries Committee	£ 774	
Conference Committee	£ 3,250	
Editorial Board- Legal Information Management	£ 1,338	
Legal Information Group	£ -	
Membership Services Committee	£ 1,108	
PR & Promotions Committee	£ 538	
Professional Development Committee	£ 317	
Publications Committee	£ 250	
Strategy & Finance Committee	£ 339	
Website Editorial Board	£ 251	
<b>Bank &amp; Credit Card Charges</b>		
Bank Charges	£ 616	
Credit Card Charges	£ 1,382	
PayPal Charges	£ 241	
<b>Corporation Tax</b>	£ 933	
<b>Administration &amp; Election Expenses</b>	£ 763	
<b>Accountancy &amp; Professional Fees</b>	£ 5,848	
<b>Depreciation</b>	£ 246	
<b>BIALL Maltalk List</b>	£ 540	
<b>Bursaries &amp; Awards</b>	£ 4,185	
<b>Courses &amp; Seminars</b>		
Foreign & International Law Seminar	£ 570	£ 2,200
Legal Foundations Course		£ 4,561
Legal Reference Materials Course	£ 1,986	£ 6,260
Pepper v Hart Course	£ 769	£ 2,160

Pre-Conference Seminar	£ 3,143	£ 3,670
BIALL Quiz Evening	£ 1,855	£ 1,855
<b>Duplicates Exchange Scheme</b>		£ 3,013
<b>Legal Information Management</b>		
Editorial Fees	£ 8,000	
Member's Copies	£ 8,945	
<b>Newsletter</b>		
Production	£ 2,532	
Sponsorship		£ 3,667
<b>Publications</b>	£ 31	£ 689
<b>Salary Survey</b>	£ 1,944	
<b>Survey of Academic Law Libraries</b>	£ 3,506	
<b>Website</b>		
Job Board Advertisements		£ 4,525
Hosting & Domain Name	£ 334	
Website Development Project	£ 4,775	
	<b>£ 78,114</b>	<b>£ 118,298</b>
<b>Dublin Study Conference 2008</b>	£ 281,902	£ 303,674
<b>Wallace Breem Award Fund</b>		
Awards made	£ 600	
Bank deposit Interest		£ 51
Donations		£ 424
<b>Betty Moys Award</b>		
Awards made	£ 1,500	
BIALL donation in lieu of bank interest		£ 750
<b>Alex McVitty Award Fund</b>		
Awards Made	£ 1,500	

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Bank deposit interest	£	204
Donations	£	50

**Payments & Receipts in Advance**

Manchester Study Conference 2009	£	25,309	£	44,792
Membership subscriptions (2009/10)			£	29,658
Duplicates Exchange Scheme			£	466

**Balance of Accounts**

General Current Account	£	46,572
Conference Current Account	£	92,433
Capital Reserve Account	£	285,797
Alex McVitty Award Fund	£	10,462
Betty Moys Award Fund	£	7,450
Wallace Bream Award Fund	£	7,321