



CALL/ACBD Professional Development Pathways

Adopted by the CALL/ACBD Executive Board August 12, 2015



 Tier 1: introductory

 Tier 2: advanced


Collection Development, Cataloguing, Metadata and Information Organization

Sample Professional Development Topics:


Collection Development

	<ul style="list-style-type: none">▪ acquisitions practices▪ user-needs based collection building▪ preservation practices▪ collections maintenance and weeding
	<ul style="list-style-type: none">▪ license negotiation and implementation



Cataloguing

	<ul style="list-style-type: none">▪ cataloguing standards and practices▪ metadata basics and standards▪ resource description▪ indexing
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Metadata



	<ul style="list-style-type: none">▪ cataloguing standards and practices▪ resource description
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Information Organization

	<ul style="list-style-type: none">▪ resource sharing trends, practices and constraints
	<ul style="list-style-type: none">▪ information architecture



Information Technology

Sample Professional Development Topics:

	<ul style="list-style-type: none">▪ bibliographic /citation software▪ integrated library systems▪ navigating online legal information databases▪ navigating online information databases▪ web design and maintenance▪ appropriately optimizing social media for business purposes▪ trends in hardware, software and applications for library, law practice and business purposes
	<ul style="list-style-type: none">▪ evaluating, selecting and implementing electronic solutions▪ advanced web navigation▪ advanced use of applications▪ database creation and maintenance▪ research data management / analytics

Instruction



Sample Professional Development Topics:¹

	<ul style="list-style-type: none">▪ delivery methods▪ preparation and implementation of learning tools▪ preparation of teaching materials▪ public speaking and presenting
	<ul style="list-style-type: none">▪ learning outcomes and syllabi creation▪ curriculum development▪ universal design for learning▪ developing appropriate assessment tools

¹ See also, American Association of Law Libraries, "Law Student Research Competencies and Information Literacy Principles Report" (Approved by the Executive Board April 2011, Tab 4). Online: <http://www.aallnet.org/Archived/Advocacy/AALL-Recommended-Guidelines/Student-Research-Principles.pdf>

Knowledge Management



Sample Professional Development Topics:

	<ul style="list-style-type: none"> ▪ electronic document management ▪ optimizing technology to provide research tools
	<ul style="list-style-type: none"> ▪ development of intranets ▪ practice management ▪ process improvement ▪ developing precedents or other databases



Leadership, Management and Professionalism

Sample Professional Development Topics:

Leadership

	<ul style="list-style-type: none"> ▪ advocacy ▪ leadership theories ▪ team building
	<ul style="list-style-type: none"> ▪ information and knowledge strategy, including strategic planning

Management

	<ul style="list-style-type: none"> ▪ marketing and promotion ▪ policy development ▪ performance reviews ▪ communication planning
	<ul style="list-style-type: none"> ▪ metrics, data collection and analysis, outcomes analysis and review ▪ project management ▪ facility management, including space planning and design maintenance ▪ preparing RFP and outsourcing ▪ change management ▪ human resource management ▪ financial management and accounting ▪ operational management ▪ information technology and systems management, including security and privacy



	<ul style="list-style-type: none"> ▪ contract negotiation ▪ process improvement ▪ planning and scheduling ▪ chairing a meeting, including Robert’s Rules of Order ▪ ensuring workplace statutory compliance ▪ succession planning
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Professionalism

	<ul style="list-style-type: none"> ▪ professionalism and ethics ▪ effective communication ▪ risk-taking ▪ career planning ▪ creative thinking, brainstorming and innovation ▪ networking and relationship building ▪ emotional intelligence ▪ stress management ▪ time management ▪ self-motivation ▪ written communication ▪ public speaking and presentation skills ▪ decision-making ▪ work-life balance ▪ assertiveness ▪ conflict resolution
	<ul style="list-style-type: none"> ▪ mentoring ▪ negotiation ▪ conflict resolution



Reference and Research Services

Sample Professional Development Topics:

	<ul style="list-style-type: none">▪ analyzing user needs and conducting a reference interview▪ information seeking behaviours▪ copyright law as it pertains to libraries▪ customer service theory▪ creating and mainting of research tools▪ forming and interpreting legal citations
	<ul style="list-style-type: none">▪ interdisciplinary research▪ research tools and systems related to other disciplines▪ competitive intelligence / business intelligence

Substantive Law

Sample Professional Development Topics:

	<ul style="list-style-type: none">▪ Canadian legal system▪ Canadian legal process▪ legal information research tools and sources▪ law publishers and service providers▪ the legal profession
	<ul style="list-style-type: none">▪ substantive law▪ changes and trends in substantive law▪ global legal sources and tools▪ foreign domestic legal sources and tools▪ international law sources and tools