



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



#### Cataloguing

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



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

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



# Information Technology

## Sample Professional Development Topics:

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

# Instruction



## Sample Professional Development Topics:<sup>1</sup>

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

<sup>1</sup> 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"> <li>▪ electronic document management</li> <li>▪ optimizing technology to provide research tools</li> </ul>
	<ul style="list-style-type: none"> <li>▪ development of intranets</li> <li>▪ practice management</li> <li>▪ process improvement</li> <li>▪ developing precedents or other databases</li> </ul>



# Leadership, Management and Professionalism

## Sample Professional Development Topics:

### *Leadership*

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

### *Management*

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



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

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



## Reference and Research Services

### Sample Professional Development Topics:

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

## Substantive Law

### Sample Professional Development Topics:

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