**Preface to the Second Edition**

The original MAALL Local Arrangements Manual was based on the experiences of the St. Louis 2001 Local Arrangements Committee and on observations made at Mid-America Association of Law Libraries (MAALL) meetings for about 10 years before that. While it still contained a lot of useful information, there was also much that was dated.

In 2012 incoming President Ted Potter asked if I would consider doing an update. It took longer than anticipated (until nearly the end of 2014), but MAALL does now have a Manual which hopefully better reflects changes in communication methods and other differences in how MAALL Local Arrangements Committees operate. It builds on the information in the first edition, but also incorporates the experiences and suggestions of the 2012 (St. Louis) and 2013 (Omaha) committees.

The new version follows the same chapter format as the old, but includes a Coordination Notes section near the beginning of most chapters to point out areas in which duties of various local arrangements members or other MAALL officers and committees are likely to overlap.

There is no one right way to plan a MAALL meeting of course, but I hope that future committees can benefit from the experiences of previous planners.

***Distribution and Revisions***

The MAALL Local Arrangements Manual second edition will be available on the MAALL web page. A single print version will be deposited in the MAALL archives at the University of Illinois.

Future Local Arrangements Chairs are strongly encouraged to suggest updates, which should be approved by the President and then incorporated into the electronic version by the MAALL webmaster.

***Acknowledgments***

The author wishes to thank the members of the St. Louis 2001 and 2012, and Omaha 2013 Local Arrangements Committees who were willing to meet even after their meetings were over to discuss lessons learned, and to submit suggestions or even draft Manual sections. Special thanks to Heather Buckwalter of Creighton University, who served as proofreader for this edition and also made many excellent substantive suggestions. Thanks also to Susan Goldner, MALLCO Executive Director, who helped me understand the relationship of MALLCO and MAALL, and MALLCOs needs at the MAALL annual meeting. Finally, thanks to Ted Potter, who gave me the necessary nudge to get this going.

***Approval***

This Manual was approved by the Executive Board of the Mid-America Association of Law Libraries.

 

*Ann T. Fessenden*

*U.S. Courts Library 8th Circuit*

*St. Louis, Missouri*

*December 2014*