



## Colorado Association of Law Libraries

### New Members, Renewals and Institutional Membership Transfer Instructions

*The Membership year runs from July 1<sup>st</sup> to June 30<sup>th</sup> and all renewals must be received by August 31 to avoid a lapse in benefits.*

All members (new, renewals, and institutional membership transfers) must complete the attached Membership Form. Individuals renewing their memberships should check the information on the Membership Directory. If the information is current, individuals may check the box indicating such and move on to the Membership Category. Otherwise, please complete the form in its entirety.

#### Membership Categories

Please indicate your appropriate membership category on the Membership Form:

**Individual:** Any person in Colorado or a contiguous state who is engaged in law librarianship or any law library in Colorado or a contiguous state who is paying for his or her own dues.

**Institutional:** Any person in Colorado or a contiguous state who is engaged in law librarianship or any law library in Colorado or a contiguous state and whose dues are paid by the person's library or organization. These memberships belong to the organization, not the individual.

**Associate:** Any person not connected with a law library in Colorado or a contiguous state who through occupation or profession is interested in law libraries.

**Student:** A person who is enrolled in law school or in a university degree program that is related to librarianship and has an interest in law librarianship

Dues for Individual, Institutional, and Associate members are **\$20.00** (\$10.00 after January 1, 2017). Assumption of an existing institutional membership should include a completed Institutional Membership Transfer form in lieu of dues. Student member dues are **\$5.00** and are not prorated at any time of the year.

#### Other Affiliation and Committee Interest

Please indicate your other affiliations and interest in CoALL committees and activities, even if you have done so previously. The Membership Committee is currently updating the list of committee interest.

#### Modifications to Institutional Memberships

Institutional Memberships are held by the organization, not the individual. If an individual with an institutional membership leaves an organization, that individual has 30 days from the time of departure to renew as an individual or associate member and pay the appropriate dues.

Organizations may transfer an institutional membership from one individual to another by having the new institutional member complete the Membership form and return it along with the completed Institutional Membership Transfer form to the CoALL Member Chair.

**All completed forms and dues should be returned to the CoALL Member Chair, Tamara Phalen:**

**Colorado Association of Law Libraries  
ATTN: Tamara Phalen, Holland & Hart  
555 17th Street, Suite 3200  
Denver, CO 80202**

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**Questions??** E-mail Tamara Phalen: [tphalen@hollandhart.com](mailto:tphalen@hollandhart.com)



**Colorado Association of Law Libraries**  
**2016-2017 Membership Form**

Name   New  Renewal

My Information in the CoALL Member Directory is current

Title

Organization

Address

City  State  Zip

Phone  Email

**Category of CoALL Membership\*: (Make checks payable to CoALL)**

**INDIVIDUAL - \$20.00**  **INSTITUTIONAL - \$20.00**  **ASSOCIATE - \$20.00**

(Individual, Institutional, and Associate dues are \$10.00 after January 1, 2017)

**STUDENT - \$5.00**

\*University:

Degree:  Anticipated Graduation Date:

\*Please see Instructions for more information regarding the Membership Categories.

**Other Affiliations and Committee Interest:**

I am a member of:  AALL  SWALL  CAL  ALA  SLA  Other:

Library type (if applicable):  Academic  Private  Court & Gov.  Other:

Please indicate the committees, events or working groups in which you are interested:

Student Committee  Legal Research Corner

Public Relations/Marketing  Government Affairs

Social & Networking Activities  Brown Bags

Professional Development/ Educational Programming (Mini Conferences, Colleague Connection)

**Please return this completed form and dues to the CoALL Member Chair:**

Colorado Association of Law Libraries,  
ATTN: Tamara Phalen, Holland & Hart,  
555 17th Street, Suite 3200, Denver, CO 80202

**Questions??** E-mail Tamara Phalen: [tphalen@hollandhart.com](mailto:tphalen@hollandhart.com)