

THLA NEWS

Vol. 10, no. 3

February 1991

Editors' Corner

The scene outside my window as I write this editorial is benign but the events in the Middle East are not. I think I can speak for people of greatly varying views in wishing for a quick resolution of the hostilities.

An account of the annual Christmas social is included in the President's message in this issue of the NEWS. The abominable weather did not deter a hardy group from attending and the festivities were as enjoyable as always.

The upcoming THLA Meetings include what promises to be an informative session on Integrated Library Systems at the Chiropractic College on February 18th, a look at Film Festivals on April 15th (date firm but speaker subject to change) and the Annual Dinner Meeting on May 13th. Please remember to reserve these dates.

The nomination forms for the 1991-92 THLA Executive are attached. I join the rest of the current Executive Members in encouraging you to participate. Please consider running for Office yourself and get those forms in to *Susan Murray*.

I wish everyone a happy and secure New Year and hope to see you at the 1991 meetings.

Bonnie Brownstein, Editor

TORONTO HEALTH LIBRARIES ASSOCIATION

OFFICIAL CHAPTER OF THE CANADIAN HEALTH LIBRARIES ASSOC.

Toronto Health Libraries Association

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Inside Circuit

PRESIDENT'S MESSAGE

As we begin 1991, I hope it will be an upbeat year for all THLA members.

I would like to thank all the socially motivated members who braved the elements to make it to our annual Christmas Party, on what had to be the most weather vicious day of 1990. Those who survived the whipping wind, snow and freezing rain, enjoyed an elite soiree, with plenty of Christmas cheer, vast quantities of gourmet tidbits and scrumptious desserts.

In fact, the smaller than usual gathering was a great opportunity for mingling with members and guests, some of whom were first timers. I certainly enjoyed this aspect, especially meeting the Science and Medicine Library contingent. The 1 in 8 odds for the doorprize draw resulted in some unexpected winners, with your president among them, the first time in living memory.

Special thanks to *Rosemary Uilyot* who not only organized the party, but also maintained tradition, by doubling as the bartender, and as well to *Carol Morrison* and her congenial library staff, who came through again to ensure another memorable evening.

The completion and distribution of the THLA Union List, is another bright note in the New Year. *Elizabeth Reid* and her dedicated committee deserve recognition for compiling and producing an indispensable resource we can be proud of. Special mention is due to *Eleanor Hayes*, who was responsible for Union List distribution. Remember that Union Lists need updating, consequently we are always on the lookout for new volunteers. If interested feel free to contact Eva anytime.

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Hopefully we will be able to see more of you at our next meeting at the Canadian Memorial Chiropractic College. Integrated Systems is certainly the road being taken by many libraries to survive in the information jungle. Come and find out how you can make your Library more effective, while preventing staff burnout and ending the paper landslide. I can hardly wait until our whole catalogue is online and I can hold a card burning party.

Join your colleagues and benefit from their "integrated" wisdom to solve some of your headaches. See you there.

Eva Gulbinowicz

NOMINATIONS!!!!!!

I urge EVERYONE to seriously consider running for a position on the THLA Executive. It's a painless way to get involved in professional issues, meet other THLA members and develop interpersonal skills. Even if you're new to THLA or the health sciences area, don't let that hold you back from volunteering. Please phone me at 967-1517 if you'd like more information or would like to discuss running for office.

Positions available are: President-Elect, Secretary, Treasurer and Assistant Editor. Nomination Forms and Terms of Reference are enclosed. Ballots will be sent in the next THLA News.

Nominations for Honorary Life Membership in THLA are also being considered. To be eligible, a candidate must have played an active role in the affairs of THLA and fulfill the following:

- 1) Be at or near the close of an active career in health sciences librarianship;
- 2) Hold a regular membership at the time of nomination;
- 3) Have made a significant contribution to the advancement of the purpose of THLA.

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A curriculum vitae and a statement of the candidate's contributions to, and activities within THLA must be included. Previous Honorary Life Members have been *Eleanor Hayes* (1989) and *Margaret Robbins* (1990). Nominations must be made in writing and received by March 18, 1991.

Mail or FAX nominations to:

Susan Murray, Past-President
Cinematheque Ontario
70 Carlton Street
Toronto, ON
M5B 1L7
967-0628 (FAX)
967-1517 (New Telephone #)

DEADLINE FOR NOMINATIONS IS MARCH 18, 1991.

THLA FORTHCOMING MEETINGS

DATE: FEBRUARY 18, 1991
TIME: 6:00 P.M.
TOPIC: INTEGRATED LIBRARY SYSTEMS
PLACE: CANADIAN MEMORIAL CHIROPRACTIC COLLEGE
SPEAKERS: *Laura Chakravarty* and *Richard Earle* from
AVEC Tech. Services and *Maria Phipps & Lawrence
Folland* of M.E.Phipps and Associates.

The College will be providing a light supper at 6 p.m. Please RSVP to *Rosemary Ulliot* at 967-1517 before Wednesday, February 13th.

The College is easily accessed by TTC. Take the subway to Davisville and then the Sunnybrook bus to the CNIB. The College is across the bridge.

Or, from the Lawrence subway take the Sunnybrook bus and get off at the College.

Or, from the Eglinton subway take any eastbound bus to Bayview and walk North.

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DATE: APRIL 15, 1991
TIME: 7:00 P.M.
TOPIC: THE NATURAL HISTORY OF THE FILM FESTIVAL;
OR I LOST IT AT THE MOVIES, BUT FOUND IT IN
THE LIBRARY
PLACE: FACULTY OF DENTISTRY
SPEAKERS: PIERS HANDLING, DEPUTY DIR., FESTIVAL OF FESTIVALS

DATE: MAY 13, 1991
TIME: 6:00 FOR 7:00 P.M.
TOPIC: ANNUAL DINNER MEETING
PLACE: MASSEY COLLEGE
SPEAKERS: TBA

Continuing Education

FEB. 15 INNOVATIVE TECHNOLOGIES
(Friday) INSTRUCTORS: *Stephen Abram &*
9 - 4:30 p.m. *Jane Dysart*

FEB. 22 INDEXING
(Friday) INSTRUCTOR: *Michele Hudon*
9 - 4:30 p.m.

o FLIS - U of T SCHOOL OF CONTINUING EDUCATION: 9 - 5pm
(For further details call: 978-7111; 978-4666; 978-3107)

FEB. 28, ONLINE INFORMATION RETRIEVAL:
MAR. 7 & 14 AN INTRO
(Thursdays) INSTRUCTOR: *Ruth von Fuchs*
4:30 - 7:30 p.m.

MAR. 22 INDEXING A-V MATERIALS: A HANDS-ON
(Friday) WORKSHOP
9 - Noon INSTRUCTOR: *Michele Hudon*

APRIL 5 DISASTER PLANNING
(Friday) INSTRUCTOR: *James Turner*
9 - 4:30 p.m.

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APRIL 12
(Friday)
9 - 4:30 p.m.

STRATEGIC TECHNOLOGY PLANNING
INSTRUCTORS: *Stephen Abram &
Jane Dysart*

APRIL 19
(Friday)
9 - 4:30 p.m.

HOW TO AUTOMATE YOUR RECORDS MGMT
PROGRAM
INSTRUCTORS: *Caroline Werle &
Brenda Brooks*

APRIL 26
(Friday)
9 - 4 p.m.

CATALOGUING COMPUTER FILES:
A PRACTICAL SESSION
INSTRUCTOR: *Jean Weihs*
Note: Jean Weihs would like to base her
seminar on your problems with, and
questions about, cataloguing computer
files (software programs and data files).
Please submit them now, to the attention
of Marcia Chen, for inclusion in the
Spring seminar.

MAY 10
(Friday)
9 - 4:30 p.m.

GENEALOGY
INSTRUCTORS: *Marion Wilburn &
Lynn Morgan*

JUNE 5, 10 & 12
(W, M, W)
1 - 4 p.m.

ONLINE INFORMATION RETRIEVAL: AN
INSTRUCTOR: *Ruth von Fuchs*

Miscellaneous

THLA UNION LIST OF SERIALS

Elizabeth Reid sends a reminder to all purchasers of the 6th edition of the THLA Union List of Serials to fill out the evaluation form at the back of the list and send it in to the address given on the form. All those who laboured on the list would appreciate your feedback!

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- o !! PRESS RELEASE !!

NEW DIRECTIONS - CHLA/ABSC 15TH ANNUAL CONFERENCE

WHERE: HAMILTON, ON

WHEN: JUNE 15 - 20, 1991

PROGRAM HIGHLIGHTS:

- o Keynote speaker *Charles McClure* (School of Information Studies, Syracuse University) on Evaluation of Library Services.
- o in-depth presentations by several of the 13 vendors confirmed to date.
- o joining an interest group of your choice for lunch and discussion.
- o surviving a MAC attack! - not a gastronomic feast but a much more palatable overview of McMaster University's innovative health information activities.
- o a technology update panel reviewing new products and applications.
- o great CE courses including managing your hard disk, presentation skills, stress management and effective searching for articles with information suitable for direct clinical application.
- o *Bernie Todd-Smith* from Rochester General Hospital on strategic planning and innovative ways to promote your hospital library.
- o an opening reception at the internationally-known Royal Botanical Gardens.

Marketplace

- o FREE to a good home:
2 entire sets of Dialog Bluesheets up to date until Summer 1990. Can be picked up or sent via HPI.
Contact: *Bonnie Brownstein*, St. Michael's Hospital at 864-5854.

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- o Scientific Periodicals in the U of T Libraries: copies still available for sale. Periodical titles in 15 campus locations, in the Science & Medicine Library, and Psychology periodicals in the Robarts Library (26,500 titles). 3 vols, \$125 (\$75 to Consortium members) plus \$6 handling charge plus GST. No PST required if order is from a Library. Send order with check (payable to the University of Toronto Library) to The Secretary, Science & Medicine Library, 7 King's College Circle, University of Toronto, Toronto, ON M5S 1A5, or FAX 416-978-7666.

- o The Hospital Library at the Hospital for Sick Children, Toronto, has the following back issues to offer anyone in need of them:

American Psychologist (all unbound)

v. 25, 27, 28, 30 - 1970-72-73-75 (complete)
v. 26, 29, 31-43 - 1971-74-76-88 (incomplete)

Analytical Chemistry

v. 48, 1976 - v. 56, 1984 (18 bound volumes)

Fertility and Sterility

v. 49, 1988 (incomplete/unbound)
v. 50, 1988 & program suppl. issue Oct. 88 (unbound)

Journal of the American Chemical Society

v. 92, 1970 - v. 106, 1984 (72 bound volumes)
v. 107, 1985 (unbound)
v. 108, 1986 - v. 110, 1988 (incomplete/unbound)
v. 111, 1989 (unbound)

FOR FURTHER DETAILS CONTACT:

Elaine Bernstein 598-7520 or,
Deidre Green 598-6695

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o Department of Family and Community Medicine

Annals of Internal Medicine
v. 86-101 (1977-1984)

Circulation
v. 55-64, inc. suppl. (1977-1981)

New England J Medicine
v. 302-312 (1980-1985)

The Lancet
1977; 1980-1984

These bound journals can be picked up from
444 Yonge St., 2nd Floor. Call *Rita Shaughnessy*,
Dept. of Family & Community Medicine, U of T at 978-5606
for information. They are available immediately until
April of this year.

F.Y.I.

CHLA/CCHFA LIAISON

Jan Greenwood invites feedback from all Hospital Librarians
to assist her in formulating the revised 1992 Hospital
Library Standards for submission to CCHFA.

There was some controversy regarding the inclusion of
Libraries under the Job Responsibilities of Health
Educators.

If you require further information or wish to contribute to
either of the above matters please contact *Jan Greenwood* as
soon as possible at:

Ontario Medical Assoc.
250 Bloor St. E.
Suite 600
Toronto, ON
M4W 3P8
963-9383 x230
963-8819 (FAX)

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Faces & Places

THLA MEMBERSHIP LISTS - CORRECTIONS AND CHANGES

New Telephone #:

Cinematheque Ontario
TEL: 967-1517
Murray, Ms Susan M.
Ulliot, Ms Rosemary

New Institutional name:

Concord Environmental Corp.
Lindsey-King, Mrs. Cathy

Addition - Instit. List:

Library
Thistletown Regional Ctr.
Ontario Min. Community &
Social Svcs.
51 Panorama Court
Etobicoke, ON M9V 4L8
TEL: 326-0716
FAX: *326-0644*
Shanfield, Mrs. Joy

Change - Instit. List:

Library & Information Svcs.
Ontario Ministry of Health
15 Overlea Blvd.
Toronto, ON M4H 1A9
TEL: 965-7881
Brunka, Miss Veronica

Change FAX - Instit. List:

Inforstat Inc.
FAX: 968-7577

McMaster University
FAX: 416-521-0048

Delete FAX - Instit. List:

Central Hospital
Doctors Hospital
Etobicoke General Hospital
Gillespie Information Svcs.
Humber College
Markham Stouffville Hospital
Mississauga Hospital

North York General Hospital
Riverdale Hospital
St. Joseph's Health Ctr.
Scarborough Grace Gen. Hosp.
U of T, Faculty of Pharmacy
U of T, Scarborough Campus
York County Hospital

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Add FAX - Instit. List:

Centenary Hospital
FAX: 281-7323

Delcan Corporation
FAX: 441-4131

ERINOAK serving young
people with physical
disabilities
FAX: 820-1333

Fisons Corporation Ltd.
FAX: 831-8689

Michener Inst. Appl.
Health Sciences
FAX: 596-3156

Mount Sinai Hospital
FAX: 586-8588

Oshawa General Hospital
FAX: 416-433-2794

St. Joseph's General Hosp.
FAX: 705-748-9856

Scarborough General Hosp.
FAX: 438-9318

Hugh MacMillan Rehab Ctr.
FAX: 425-6591

Industrial Disease Std. Panel
FAX: 324-4536

King's Fund Centre
FAX: 011 44 71 267 6108

McCarthy Tetrault
FAX: 868-1792

University of Toronto
Faculty of Library &
Information Science
FAX: 978-5762

University of Toronto
Family & Community Med.
FAX: 978-3912

Warner-Lambert Canada Inc.
FAX: 288-2174

York Central Hospital
FAX: 883-2293

York-Finch General Hospital
FAX: 747-3872

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THLA Executive

TERMS OF REFERENCE

THLA PRESIDENT

1. Responsibilities

The primary responsibilities of the President are to:

- 1.1 Represent THLA in the public forum.
- 1.2 Provide liaison between THLA and the CHLA Board. The President should submit to the President of CHLA, before each CHLA Board meeting, a written report of THLA activities; the President also presents a verbal synopsis of the year's activities at the CHLA Annual Meeting.
- 1.3 Provide leadership and direction for the Association and thus to initiate projects. The President is expected to write a column for each THLA News published during the year of office.
- 1.4 Chair meetings of the Executive; set the agenda and arrange for their distribution.
- 1.5 Maintain close liaison with members of the THLA Executive.
- 1.6 Chair general meetings of THLA.
- 1.7 Coordinate the activities of THLA.
- 1.8 Respond appropriately to the expressed needs of THLA members.

THLA President-Elect

1. Election

The President-Elect is elected annually by the members of THLA and is committed to serving a further two years as President and Past-President.

2. Responsibilities

The primary responsibilities of the President-Elect are to;

- 2.1 Attend THLA Executive meetings and participate fully in all discussion and decision-making. The President-Elect must maintain close liaison with other members of the Executive.
- 2.2 Assume the tasks of planning and organizing THLA programmes by
 - 2.2.1 contacting speakers

- 2.2.2 arranging locations of meetings

- 2.2.3 ensuring that meetings are well publicized in THLA News

- 2.2.4 hosting the programme portion of General meetings

- 2.2.5 making appropriate arrangements for the Annual Dinner Meeting by ensuring that seating and catering facilities are adequate and by introducing the guest speaker.

2.3 Chair THLA Executive and General meetings in the absence of the President.

2.4 Carry out and participate in projects required and supported by the President and the Executive.

THLA Past-President

1. Liaison

Provides liaison between past and current Executive decisions.

2. Archival Responsibilities

Maintains and stores THLA's Archives.

3. Annual Elections Responsibilities

- 3.1 Recruits nominees for vacant offices.
- 3.2 Submits nomination forms and ballots to the THLA News within the agreed deadlines.

- 3.3 Informs all candidates personally of the results.

- 3.4 Informs the Executive and the President of the results formally in writing.

- 3.5 Submits a report of the election results to the THLA News.

4. Assumes projects and responsibilities as required throughout the year.

5. Participates fully in all Executive meetings and decision-making.

THLA Treasurer

1. Election

The Treasurer is elected annually by the members of THLA. The duties of the Treasurer extend over a one year period, July 1 to June 30.

2. Responsibilities

- 2.1 Conducts all banking transactions.
- 2.2 Issues cheques, receipts, invoices when necessary.
- 2.3 Prepares a financial report for each executive meeting.
- 2.4 Prepares year end Financial Statement for publication in the final issue of the THLA News.
- 2.5 Maintains financial records.
- 2.6 Advises secretary and THLA News editor of new THLA members.

THLA Secretary

1. Election

1.1 The secretary is elected annually by the members of THLA. The duties of the secretary extend over a one year period, July 1 to June 30.

2. Responsibilities

The responsibilities of the Secretary are as follows:

- 2.1 Minutes. To take the minutes of the THLA Executive meetings and to make changes as required. The minutes must be typed and distributed to all members of the CHLA Board as well as to the THLA Executive and one copy is retained on file for archival purposes.
- 2.2 To provide THLA letterhead to members of the Executive as necessary.
- 2.3 To ensure that changes to the Constitution are recorded in the THLA News. A copy of the Constitution remains with the Secretary.
- 2.4 To send flowers or cards etc. to members as necessary and to submit invoices to the Treasurer.

2.5 To submit to the THLA News birth announcements or other personal notes.

THLA News Editorial Team

1. Composition

1.1 An editor, an associate editor and an assistant editor will comprise the editorial team of THLA News.

2. Elections/Appointments

- 2.1 An election to the position of Assistant Editor will take place annually, the elected person agreeing to a 3-year commitment, allowing for one Association year at each editorial level.
- 2.2 In the event that no candidate runs for this office, the THLA Executive, in consultation with the Editorial team, may appoint an individual to the position.
- 2.3 Failure to find an assistant editor, or in the event that another member of the team vacates his/her editorial position, these duties are assumed by the Secretary of the THLA Executive until such time that an election can be held.

3. Responsibilities

- 3.1 The manner in which the following duties are divided among members of the editorial team is left to the discretion of the Editor but he/she is ultimately responsible for ensuring that THLA News is published in accordance with these terms of reference.
- 3.2 The Editor of THLA News will attend THLA Executive meetings but may delegate this responsibility to either the Associate Editor or the Assistant Editor in his/her absence.
- 3.3 The editorial team solicits articles for publication in THLA News; prepares the publication schedule in consultation with the THLA Executive; prepares each issue for publication and arranges for printing; distributes the publication in accordance with established procedures; devises editorial policies in consultation with the THLA Executive.