

THLA News

Vol. 12 No.3

Toronto Health Libraries Association

January 1993

Multiculturalism in the Workplace: Bridging Cultural Barriers

THLA February Meeting

Our speaker, **Marcia Cardamore** is a senior Human Resources and Organizational Development consultant. She has considerable experience in the area of employment equity and diversity management, and has worked with both government and industry.

Come and hear Ms. Cardamore, and learn more about workplace practices and trends in this increasingly important area that affects all of us in our daily working relationships.

SPEAKER: Marcia Cardamore
Employment Equity Consultants Inc.

DATE: Monday, February 8, 1993

TIME: 6:00 pm Light Refreshments

6:30 pm Programme

PLACE: Alice Moulton Room
A Level, Sigmund Samuel Library
University of Toronto

CONTACT: Sylvia Newman 978-1580

Miss Davida Glazer
Health Sciences Library
Sunnybrook Health Science Centre
2075 Bayview Avenue
North York, ON M4N 3M5

President's Message

by Madeline Grant

..... Greetings of the not-so-new year! May 1993 be good to all of us.

THLA programs for the balance of this season promise to be very interesting, and we have President Elect **Sylvia Newman** to thank for making all the arrangements. Our next program, on **Monday, February 8**, will address a timely topic -- "Multiculturalism in the workplace:bridging cultural barriers" --between our colleagues and our users. The program will be held in the Alice Moulton Room (Science and Medicine Library) and we are privileged to have an excellent speaker in **Ms Marcia Cardamore**.

On **March 29** we can look forward to hearing **Prof Joan Mount** of Laurentian University speak to us about **professional networking**. In May there will be our annual dinner meeting, to be held again in the University Women's Club.

I know that these excellent programs, organized by our President-Elect, and our newsletter are important to you all. Therefore I urge you to renew your membership for 1993 if you have not already done so. Dorothy Davey is in the midst of preparing the membership directory for distribution with the next newsletter. If you do not renew in time you will not be included. So please send your renewals in to Treasurer Helvi Thomas via HPI or to the THLA mail box as soon as possible and definitely before March 1, 1993.

The THLA Constitution has served us well for the 10 years since it was drafted, but it now requires "renovation". A small committee has been struck to review and revise the document (copies are included in the THLA Membership Directory) and we welcome comments and suggestions from any member.

It is time again to look for nominations for next year's executive: we will be needing a new President Elect, Secretary and Treasurer. Please let us know of colleagues who might fill these positions, and consider running for office yourself. Although it does mean some work, it's a great opportunity to learn organizational skills, develop professional and personal networks and to serve your association. It also "looks good on the vita"! So give it a try. And you amy call Past President **Rosemary Ulliyot (967-1517)** or myself (789-5131,x2353) for more information.

Editor's Message

Teresa Helik

January, and back to business as usual. For THLA this means meetings, elections, memberships, and the software survey. In other words there is some work for you in this issue. First, if you have not renewed your membership, it is important that you do so right away. The renewal form was attached to your November newsletter. Second, its time for nominations for the various THLA Executive positions. The terms of reference and the nominations form are attached to this newsletter. If you have any questions about the election contact Madeline Grant or Rosemary Ulliyot. If you have questions about the positions please feel free to contact the person currently in that position. Please give serious consideration to running for a position, although it is a time commitment, I have found it very worthwhile both in terms of the activities I have been involved with and the contacts I have made.

The third item where your input is needed is the software survey. Past software surveys have been useful to people buying new software. I used it myself to find a site using a package I was considering. I was able to see the program in action and discuss it with the people who actually used it and that was very helpful. We plan to include the results in the next newsletter. So please fill out the software survey form attached to the back of the newsletter and return it to Dorothy Davey at the THLA mailbox.

Many of our users are involved with journal clubs as a way of helping them keep up on all that literature. Glenda West has volunteered to organize a journal club for THLA members. Anyone who is interested should contact Glenda at 480-6100 x3888

| THLA Executive | Newsletter Team |
|----------------------------------|-----------------------------------|
| Past President: Rosemary Ulliyot | Editor: Teresa Helik |
| President: Madeline Grant | Associate Editor: Rebecca Strange |
| President Elect: Sylvia Newman | Associate Editor: Gail Knaggs |
| Secretary: Davida Glazer | |
| Treasurer: Helvi Thomas | Mailing List: Dorothy Davey |

THLA, P.O.Box 94056, 3332 Yonge Street, Toronto, ONT. M4N 3R1

Meeting Report

Davida Glazer

As I write this, the eight days Hannuka will begin on Saturday night, Christmas is just seven days away, our biggest snowfall in years is melting and the THLA Holiday Party is a wonderful memory.

For various reasons this was the first THLA Xmas party I attended, and it was everything I had heard it was. THLA President Madeline Grant greeted approximately 60 attendees at the door with a big smile. The food was great. Rosemary Ulliot (THLA Past-President) was a gracious bartender. Gord Lindsay (Mt Sinai) provided us with nonstop music and Maureen Kennedy (U of T) treated us to some lovely singing. The setting at OCI was very conducive to conversation and laughter. In fact, some people did not hear when their door prize number was called. Others, jumped the gun even when their number was not called!

Our thanks once again to Carol Morrison of OCI and her staff for hosting the party. Thanks to all who contributed prizes, desserts and time.

Faces and Places

This column is for your news to other members. Please let us know about any changes, new faces in your library or other details that maybe of interest. Contact Gail Knaggs at 472-7000 ext 6635.

New member **Gayle Ford** is at North York General. Previously Gayle worked at Wycliffe College at the University of Toronto.

Rita Vine is a new member. Rita has recently moved from the Robarts Library Reference Department to the Science and Medicine Library.

Glenda West has left the Health Sciences Library at Toronto East General to take a position at the Institute for Clinical Evaluative Sciences at the Sunnybrook Health Sciences Centre. Glenda can be reached at 480-6100 x3888.

Meeting Report

Sylvia Newman

Survive or Succeed: Empowerment Strategies for Librarians

A Special Presentation by Kaycee Hale

Jointly sponsored by The Health Science Information Consortium of Toronto and the
Toronto Health Libraries Association

November 19, 1992

Hart House Debates Room, University of Toronto

Kaycee Hale, librarian and one woman dynamo from California, came saw and conquered the fairly small (approx. 35) but receptive audience assembled on this Thursday afternoon in November.

Those of us who had been motivated to attend by the advance publicity, suggesting that we might find through Kaycee's presentation a renewal of professional enthusiasm, and inspiration about the future of our chosen field, and our role in it (or simply some ways of putting enjoyment back into our jobs) were not disappointed. The combination of the words and the personality behind them, certainly packed a punch.

Kaycee Hale's main message was that success and power begins with the individual and must be self-determined. We can neither count on, or blame, the nebulous "them". Kaycee also offered a number of pointers on this road to success. She suggested that we need to crow about ourselves and our skills and to build connections at the same rate we build collections. Her own goal in this regard, and one that she is close to achieving, is to speak in each of the fifty American states and in Canada.

Over one short afternoon Kaycee provided much in the form of little nuggets of information and experience, which combined with the multi-page handout that she provided, left each participant with both considerable food for thought and fuel for future action.

Kaycee Hale is, in herself, the epitome of what she preaches. The one dominant image I was left with is of Kaycee, the poised, beautifully dressed, articulate and certainly successful librarian, pointing to her black self, and saying, with a mischievous grin. "they want me to come and speak in South Africa, but they don't know!"

Calendar of Events

Rebecca Strange

January 29, 1993
8:45 a.m - 4:30 p.m

Indexing: A Hands-On Workshop
Repeat of the Nov. 13/92 workshop
FLIS CE Course
Instructor: Michele Hudon

February 5, 1993
8:45 a.m - 1:00 p.m

MARC Bibliographic Format Integration
FLIS CE Course
Instructor: Elizabeth Black

February 9, 1993

Survey Techniques
Metro Reference
CASLIS Co-ordinator: Nanci Harris

February 12, 1993
8:45 a.m - 4:30 p.m

Interpersonal Skills for Library Staff
FLIS CE Course
Instructor: Joanne Marshall

February 18, 1993

SLA - Vision: Your Library's Future
Instructors: Jane Dysart, Stephen Abram,
Rebecca Jones

March 9, 1993

Job Hunting and Interview Skills
CASLIS Co-ordinator: Nanci Harris

March 12, 1993
8:45 a.m - 4:00 p.m

**Legal Research Materials: New and/or
Specialized Materials and Resources**
FLIS CE Course
Instructor: Ann Morrison

March 26, 1993
9:00 a.m - 12:30 p.m

**** **COPYRIGHT** ****
FLIS CE Course
Instructor: Francoise Hebert

April 2, 1993
8:45 a.m - 4:30 p.m

Introduction to Business Literature
FLIS CE Course
Instructors: Jane Cooney, Helen Katz,
Brian Land, Vivienne Monty

CASLIS programs contact: Joanne Collingwood 661-2403 (leave message)
CHLA Teleconference contact: Telemedicine 599-1234
FLIS CE course contact: Marcia Chen 978-7111
SLA programs contact: Leslie Peel 866-4651
TALTA programs contact: Jacqueline Peacock 868-5760

Eye on Associations

Rebecca Strange

The **Canadian Library Association** is one which can offer many benefits to health science librarians or librarians in any discipline. Unfortunately, it is an institution which is sometimes overlooked by members of our professional community. Naturally, most professional librarians tend to become members in more specialized associations, like THLA, SLA, TALTA, etc. Joining CLA signifies support for CLA's leading role as a lobbying and advocacy organization that takes a stand on issues affecting libraries, such as copyright, intellectual freedom, taxation of books, literacy, and information policy, among others. By joining CLA, librarians gain access to resources and services, such as members' priority status at professional development conferences or seminars and discounted purchase of CLA publications, graphics and information products.

CLA's five divisions promote national exchange of information. CLA Divisions include: **CACUL** - Canadian Association of College and University Libraries. Includes CTCL (Community and Technical College Libraries) section; **CAPL** - Canadian Association of Public Libraries. Includes CACL (Canadian Association of Children's Librarians) section; **CASLIS** - Canadian Association of Special Libraries and Information Services with chapters in Calgary, Edmonton, Manitoba, Ottawa, Toronto; **CLTA** - Canadian Library Trustees Assoc.; **CSLA** - Canadian School Library Assoc. Includes School Library Administrators Section.

CLA also has approximately 24 different interest groups, including Business Information, CD-ROM, Access to Government Information, Information Technology, Library Technicians, New Librarians, Preservation/Conservation, Serials, Special Collections and Technical Services. Members are also actively involved as leaders in our field through participation in one of CLA's standing or special committees.

Membership in CLA also includes:

- * a subscription to **Feliciter**, the membership newsletter of the CLA, published ten times annually.
- * CLA's publishing program - information on librarianship issues and information science, titles on library education and management, library technology, etc.
- * a copy of the **CLA Directory of Members**.
- * access to employment advertising in **Feliciter**, **CASLIS Job Banks** and the **CLA Job Mart**, at the **Annual Conference**.

Professional Development is high on the CLA's agenda, and members are invited to the CLA Annual Conference (includes sessions sponsored by CLA Divisions and Interest Groups), the **CLA Trade Show, CLA Seminars**. CLA also sells **CLA Conference Tapes** and offers **CLA Scholarships and Research Grants**.

If you are interested in becoming either a personal or Institutional member, please contact:

Canadian Library Association
200 Elgin St. , Suite 602
Ottawa, Ont. K2P 1L5
Tel: (613) 232-9625
Fax: (613) 563-9895

CLA is currently in the midst of a membership drive called the CLA Target 250 Campaign. Current members who get involved with the drive are eligible for prizes, with top prize being a cash award of \$250.00 For more information contact Member Services at (613) 232-9625 x307.

Market Place

Gail Knaggs

This column is for various types of announcements including, job advertisements (please) and for people advertisements. Also included here are journal issue duplicate lists, books and journals to give away etc. If you wish to advertise please contact Gail Knaggs at 472-7000 ext 6635. THLA members only please! NB membership rates for unemployed members are reduced. Contact Helvi Thomas re membership at 431-8114.

The Canadian Rehabilitation Council Library has weeded its monograph collection. If the rehabilitation subject area is of interest and you would like to inquire with respect to discarded volumes, please contact:

Judith Lawson, Library
Canadian Rehabilitation Council
Suite 801, 45 Sheppard Avenue East
Toronto, ON M2N 5W9
TEL: 416-250-7490

Available free of charge to anyone in need- 21 blue plastic filmstrip & cassette storage cases- in excellent condition. Contact **John Tagg, OHA Library**, ASAP at 429-2661.

The Sidney Liswood Library, Mount Sinai Hospital has the following items to give: Contact: Sue Young, Sidney Liswood Library, Mount Sinai Hospital, 586-4614. we are on HPI.

Books in Print: Authors 1991-1992; Titles 1991-1992; Publishers 1991-1992; Out of Print 1991-1992;
Subjects 1990-1991
Index Medicus 1947-1950, 1952-1956

HSC HOSPITAL LIBRARY DISCARD LIST

The following discarded or duplicate journal holdings are available from the HSC Hospital Library until the end of February. Contact Paul Belanger at 813-6778.

AM J DIS CHILD: v.99-100, 1960; [v.103]-104, 1962; v.111,1966; [v.112,1966-v.114,1967];v.115,1968-[v.136,1982].

AM J NURS: [v.70,1970]-v.76,1976;[v.77,1977]-v.80,1980;[v.81,1981]-v.82,1982.

ARCH DIS CHILD: v.24,1949-v.26,1951;[v.36,1961-v.37,1962];v.38,1963-v.40,1965;[v.41,1966-v.42,1967];v.43,1968-[v.46,1971];v.47.1972-v.57,1982.

CENTRAL AFR J MED: c.1,1955-[v.26,1980];v.27,1981-v.31,1985;[v.17,1978-v.18,1979];v.19,1980-[v.20,1981];v.21,1982

CLIN PEDIATR: v.8,1969;[v.9,1970-v.11,1972];v.12,1973-v.16,1977;[v.17,1978-v.18,1979];v.19,1980-[v.20,1981];v.21,1982.

J AM CHEM SOC: v.92,1970-v.106,1984;[v.107,1985-v.111,1989].

J NURS ADMIN: [v.10,1980]-v.12,1982.


J PEDIATR: v.26,1945-v.101,1982.

PEDIATR ANN: [v.10,1080]-v.12,1982.

PEDIATR NURS: v.5,1979-v.8,1982.

PEDIATR RES: [v.4,1970-v.5,1971];v.6,1972-v.16,1982.

PEDIATRICS: v.2,1948;v.5,1950;v.9,1952;v.16,1955;v.18,1956-v.69,1982.




*T*oronto East General and Orthopaedic Hospital Inc. is a 491-bed community health-care facility located in East Metro Toronto. Our mission is to provide outstanding health care for our patients. Your knowledge, expertise and leadership could be instrumental in ensuring we reach this goal.

**Manager,
Health Sciences Library**

Your primary responsibility as manager of this library, which serves medical and hospital staff, will be to provide information and related resources to support the clinical and administrative functions of the Hospital in a proactive, timely fashion. This key position oversees all organizational and managerial aspects of library operations, including the development of a collection appropriate to identified needs. Accomplishing this task effectively will require highly developed skills including supervisory abilities, extensive medicine experience and the ability to work independently.

In addition to a Master of Library Science degree, the ideal candidate should possess health sciences library experience and demonstrate involvement in related professional associations. Knowledge of library automation and management experience are definite assets in ensuring your success in this responsible role.

If you're ready to provide strong, customer-focused service in a fast-paced environment, with an organization that offers comprehensive benefits and professional opportunities, please forward your curriculum vitae, in confidence, to: KAREN FEDERER, PERSONNEL OFFICER.



**TORONTO
EAST
GENERAL AND
ORTHOPAEDIC
HOSPITAL INC.**

825 CECIL AVE
TORONTO, ONTARIO
M4C 3E7
Phone: (416) 469-6300
Fax: (416) 469-7082

MARK YOUR CALENDAR NOW FOR:

**The 29th Annual Conference of the Upstate New York
and Ontario Chapter of the Medical Library Association
(UNYOC/MLA)**

Dates: October 6-9, 1993 (Wednesday-Saturday)
Location: Toronto Hilton Hotel, 145 Richmond Street West (at University Avenue)
Toronto, Ontario

Theme: **FOCUS ON THE CUSTOMER**

Contact: Elizabeth Reid
R.C. Laird Health Sciences Library
The Toronto Hospital, Toronto Western Division
399 Bathurst Street
Toronto, Ontario M5T 2S8
TEL: (416) 369-5750; FAX: (416) 369-5326

Toronto, a city of 2.5 million, is a vibrant, international metropolis that boasts "there's a whole new world around every corner." Delegates can explore these culturally, ethnically and gastronomically diverse "worlds" during UNYOC '93.

Visit the home city of the Blue Jays, the '92 World Series Champs (wags commented that this successfully ended "cross-border chopping"). Surrender to the "Phantom of the Opera", "Miss Saigon" and other hot shows. Explore the expanded Art Gallery of Ontario, as well as a host of other tourist attractions.

Plan **now** to focus on Toronto in '93!

CALL FOR POSTERS AND PAPERS!

The Program Committee of the 1993 UNYOC Conference Planning Committee invites submissions of papers for presentation at the contributed papers session to be held Thursday, October 7, 1993.

The theme of the conference is **FOCUS ON THE CUSTOMER**.

Approximately 20 minutes will be allotted to each presentation, including questions and answers. Papers may describe innovative practices or research findings. Suggested topics include but are not limited to:

- Value-added customer services
- Anticipating changes in information transfer; optimizing new technology
- Expanding the role/s of librarians as information providers
- Libraries without walls
- Meeting the challenges of TQM and changing accreditation standards
- Consumer information advocacy

Please submit abstracts of 250 words or fewer, double-spaced on 8.5" x 11" white paper to:

Jan Greenwood
Associate Director, Corporate Records and Library Services
Ontario Medical Association
525 University Avenue, Suite 300
Toronto, Ontario M5G 2K7

Include primary author's name, address and business telephone number. The deadline for abstract submission is **April 2, 1993** and notice of preliminary acceptance will be made by April 30, 1993. Copies of final papers must be submitted by August 6, 1993.

The Program Committee also invites preliminary proposals for poster sessions that will not be limited to the topics cited above. Please submit topic, brief description and name/s of presenter/s to Jan Greenwood at the address given no later than **April 2, 1993**.

CONTINUING EDUCATION COURSES

Four CE courses relating to the theme **FOCUS ON THE CUSTOMER** are scheduled for UNYOC '93. Two courses have been confirmed:

- 1) The Library's Contribution to Quality
Instructors: Bernie Todd Smith, helen-ann brown (sic)
- 2) Empowering Your Library: Running a Customer-Focused Service Business
Instructors: Jane Dysart, Rebecca Jones

Watch future editions of the **THLA Newsletter** for more details.

Hope to see many of you in October at what promises to be a dynamic and thought-provoking conference!!!

Directory Changes

Dorothy Davey

Personal List:

Change:

Mrs T. Ellina Chernyak
Information Centre
Care-Givers of Ontario Safety and Health Association (COSHA)
Suite 401, 250 Ferrand Drive
Don Mills, ON M3C 3G8
TEL: 467-6166 x5270
FAX: 429-2797

Ms. Dorothy M. Davey
INT: 71222.1712@compuserve.com

Ms. Linda Devore
FAX: 586-4998

Mr. Tom Flemming
INT: tomflem@mcmaster.ca

Ms. Diana Garami
2-258 Bradley Avenue
Vanier, ON K1L 7E9
TEL: (613) 749-3212

Ms. Madeline Grant
ENV: ADMIN/BAYLIB

Mr. Gord Lindsay
FAX: 586-4998

Ms. Susan M. Murray
TEL: 393-7168
FAX: 393-7181

Mrs. Joanne O'Driscoll
FAX: 367-2753

Ms. Elizabeth A. Reid
INT: ereid@medac.med.utoronto.ca

Ms. Inez Rost
ENV: ADMIN/BAYLIB

Ms. Rebecca Strange
TEL: (416) 420-4991

Miss Pui-Ying Wong
TEL: 425-3855 x617

Ms. Tahereh Zarrin
VON Library
Victorian Order of Nurses
414 Victoria Avenue North
Hamilton, ON L8L 5G8
TEL: (416) 529-0700

Add:

Ms. Gayle Ford
W. Keith Welsh Library
North York General Hospital
4001 Leslie Street
Willowdale, ON M2K 1E1
TEL: 756-6143

Mrs. Joanne Labelle
171 Snowden Avenue
Toronto, ON M4N 2B1
TEL: 487-8472

Ms. Rita Vine
Science and Medicine Library
University of Toronto
7 King's College Circle
Toronto, ON M5S 1A5
TEL: 978-7626
ENV: SCI.MED
FAX: 922-5246
INT: vine@vax.library.utoronto.ca

Ms. Michelle Walters
MacDonald Health Sciences Library
Credit Valley Hospital
2200 Eglinton Avenue West
Mississauga, ON L5M 2N1
TEL: 820-2411
FAX: 820-4101

Delete:

Graham, Ms. Jan
Credit Valley Hospital

SOFTWARE SURVEY

In order to facilitate the sharing of microcomputer expertise among THLA members, we would ask you to list below any micro software you or your institution are currently using for library applications. Please include CD ROM products and exclude word processing applications.

The results of our previous survey were published in THLA News 1990(Mar);9(4) and updated in 1990(Jun);9(5) and 1991(Jun);10(5). List here only items that have not been submitted previously, or items for which the applications have changed. Also, please indicate if any of your previous listings are now obsolete.

| <u>NAME OF SOFTWARE</u> | <u>LIBRARY APPLICATION</u> |
|-------------------------|----------------------------|
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| | |
| | |

PERSONAL NAME: _____

INSTITUTIONAL NAME: _____

Please forward your replies to:

Dorothy Davey
c/o THLA
P.O. Box 94056
3332 Yonge Street
Toronto, ON M4N 3R1

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 meeting 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 appropriate deadlines.

3.3 Informs all candidates personally of the results.

3.4 Informs the Executive and 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 from 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 meeting.
- 2.4 Prepares a year end financial report 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 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 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 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 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.

NOMINATION FORM

THLA EXECUTIVE OFFICERS & NEWSLETTER TEAM

Candidates are required for the following positions:

President-Elect

Secretary

Treasurer

Associate Editor

Assistant Editor

Each candidate must be sponsored by two (2) nominators. All candidates must sign the nomination form to demonstrate their acceptance of the nomination.

In accordance with the Constitution, all officers of the Association shall be paid-up members of the Toronto Health Libraries Association and the Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada.

PLEASE DUPLICATE THIS FORM AS NEEDED

We, the undersigned, nominate _____ (please print) for the
office of _____ (please print)

Nominators:

Name (please print)

Signature

1. _____

2. _____

I, _____ (please print) hereby accept the above
nomination. Signature _____

PLEASE RETURN ALL COMPLETED FORMS BY FEBRUARY 28, 1993 TO:

Rosemary Ulliot
Film Reference Library
Cinematheque Ontario
70 Carlton Street.
Toronto, ON M5B 1L7