

# THLA NEWS

Vol. 4, No. 3

January, 1985

## Editors' Corner

This first issue of 1985 is a very newsy one. At this time of the year we begin to look toward the future of the Association, as we search for members to serve on the Executive for the coming term.

Of particular interest to us is the newly created position of Assistant Editor, which is an elective office according to the new Terms of Reference for the Editorial Team. So, while we add our support to Jan's encouragement for you to run for office, or nominate some fellow enthusiast, we would like to add our plea for your participation on the Editorial Team.

Congratulations are definitely in order to Jan Greenwood on the publication of her first issue of BMC (in which she so generously mentioned the THLA editors).

Finally, a reminder to all of you that we always welcome your contributions to the THLA News. It, like the Association itself, is only as good and as vital as its contributors make it, so please continue to send in your ideas and your writing.

*Mary Boite  
Eva Gullbranson  
Peter Hunsberger*

### PRESIDENT'S MESSAGE

On behalf of the THLA Membership I should like to begin by thanking publicly Bev Brown and the staff members from Princess Margaret and the Wellesley Hospital for the very successful Christmas party and you (the members at large) for the gratifying attendance. Many thanks are due also to Lynda Baker who has again produced the membership list, this time with telephone numbers for which we will all be extremely grateful.

You will notice in this chunky issue of the THLA News the promised Terms of Reference for the positions on the Executive, as well as the nominations forms. Please give serious consideration to running for office; as I have said before in this space, participation is the life-blood of a professional association and those of us on the Executive welcome new faces, not to mention new ideas.

The Terms of Reference are designed to help you assess how much work is involved in each position. Unquestionably there is work, but I can say from my vantage point of being mid-way through my own 3-year stint that there are many rewards too. I cannot promise to bring to the Past-president's position Elizabeth Uleryk's prodigious memory and eye for detail, but I do know that Bev Brown will provide excellent leadership and be a pleasure to serve



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If you feel that you are un-ready or are otherwise unable to volunteer for Executive office this year, at least get involved by nominating a colleague. Alternatively you may consider lending support to the Association by offering a location for future meetings, submitting ideas for interesting topics or joining a committee. Elsewhere in this newsletter you will discover that Susan Murray and Eleanor Hayes will likely need volunteers to assist in the revision of the 1985 Union List; Elizabeth Uleryk may, or may not, by the time you receive this, still require people for the nominations committee. Among 147 members there must be pooled a great deal of talent and energy which we could harness. Thank you.

Happy New Year to you all,

Jan Greenwood

## INSIDE CIRCUIT

It was very gratifying to see such a strong and supportive turnout for our annual Christmas party. The willingness of members to pay \$5.00 for the evening allowed the Association to provide entertainment and to recover 61% of the total costs.

### JANUARY MEETING

Date: Monday, January 28, 1985

Place: Queen Elizabeth Lecture Theatre, 550 University Ave. (corner of University & Elm)  
Subway: St. Patrick or Queen's Park  
Parking: Free, Indoor after 5 p.m. at Village by the Grange

The Lecture Theatre is on the basement level, reached via the elevators from the main entrance.

NOTE: R.S.V.P. by Jan. 25 to Bev Brown at 482-2340 ext.160.

Ulla de Stricker of Micromedia will highlight new services on DIALOG, in particular Knowledge Index. DIALOG is a very user-friendly database created for the home computer market. Background information on Knowledge Index can be gleaned from an article by librarian Mary dee Ojala entitled "Knowledge Index: a review" which appeared in Online 1983 Sept. : 7(5); 31-34. Photocopies can be obtained by phoning Bev Brown at the above telephone number. The Queen Elizabeth Hospital Archives will be on display and everyone at the meeting is invited to view them. The History of Queen Elizabeth Hospital, recently produced, is available for purchase.

### MARCH MEETING

Date: Monday, March 25, 1985

Place: Canadian Centre for Occupational Health and Safety  
250 Main St. East, Hamilton

R.S.V.P. by March 20, 1985 to Bev Brown

This meeting promises to be one of the highlights of the year. Bonnie Bird will open the evening with a tour of the Centre's facilities, including an overview of its unique selection of databases. Brian Morrison of the Ontario Ministry of Labour Library will follow with some very timely suggestions for searching the occupational health and



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safety literature.

Transportation: A Graycoach bus will leave for the Centre at 6:00 p.m. from a convenient central location. Do plan on joining us "on the bus". Bring your version of a brown-bag supper; refreshments will be provided.

Cost: Return trip \$8.00. Non-refundable payment may be made to Treasurer Catherine Weisenberger at the January meeting or anytime before March 8. Cheques payable to THLA may be mailed to:

Ms. Catherine Weisenberger  
435 Roehampton Ave.  
Toronto M4P 1S3

-Bev Brown

## 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.



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## 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 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.



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## 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 duties following 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 THLE 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.

## THLA UNION LIST

### Revisions:

Now is the time to send in your revisions for the 5th edition of the THLA Union List of Periodicals. In May, 1984, you should have received 1) a computer printout of your holdings (as reported in the 4th edition) and 2) the "Union List Revision Procedures" (sent again in November).

Please send your revisions (new titles on 3x5 cards; other changes indicated in red pencil on the printout) to the Union List Committee c/o:

Susan Murray  
University of Toronto  
Faculty of Dentistry Library  
124 Edward St.  
Toronto, Ontario M5G 1G6

\*\*\* DEADLINE : FEBRUARY 15/1985 \*\*\*

This deadline shouldn't be such a rude shock: you were urged both in May and in November to update your holdings when you received the computer printout and to record changes as they occurred.

### New Developments:

Several important developments have occurred since the production of the last Union List.

1) CHLA President David Crawford's comments regarding union lists in the Bibliotheca Medica Canadiana, 6(1): 4-5, 1984.

Further to that column, the CHLA Board passed a motion on Sept. 27, 1984 requesting that "high priority be given to improving bibliographic citations in the union lists so that these reflect correct AACR 2 form of entry".

As the largest chapter of CHLA, it



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would be desirable for THLA to conform to the AACR 2 standard. The format of our present Union List (i.e. "running title") is quite close to the AACR 2 form of entry. Only minimal changes would be necessary which could probably be handled at the editorial stage.

2) Incorporation of the University of Toronto's Science & Medicine Library's periodical holdings into the THLA Union List.

Many THLA members have expressed interest in including Science & Medicine's periodical holdings in our union list. At the Jan. 8, 1985 THLA Executive Committee meeting, it was agreed that this would be most desirable; one member pointed out that it was somewhat incomplete not to include the largest health science library in the city.

After initial discussions with UTLAS (University of Toronto Library Automation Systems) - the company which provides catalogue copy of the U of T holdings - the cost of such an undertaking seems reasonable and well within the THLA budget. I am still examining the difficulties associated with converting these records so that they can be entered into the THLA Union List database. Incorporating these holdings will be a massive job. Pre-1981 U of T records are not in AACR 2 format, so they would have to be adjusted. A substantial number of titles (about 4 - 5,000) would have to be input for title/location or location only (many of SCI-MED's titles should already be in the THLA Union List).

## Volunteers:

The THLA Executive has agreed in principle that the AACR 2 form of entry should be adopted AND that Science & Medicine's holdings should be incorporated. Both of these will involve considerable time and effort.

Therefore, the Union List Committee of two needs volunteers to help realize both of these goals. It would involve: 1) checking/modifying periodical titles to conform with AACR 2 format; 2) adjusting UTLAS records so that they can be entered into the THLA Union List database. Please contact Susan Murray at 979-4372 or Eleanor Hayes at 596-4614 if you can devote some time to work on this project.

\*\*\* PLEASE HELP \*\*\*

## Supplement:

Originally the 5th edition of the Union List was scheduled for May 1985. Due to the decision to adopt AACR 2 format and incorporate SCI-MED's holdings, the List will obviously be delayed until later in 1985.

The Union List Committee has agreed to prepare a supplement of new and ceased titles that will cover the period of April 1983 (cut-off date for the 4th edition) to January 1985. It is particularly important to meet the February 15th deadline for revisions in order to begin compiling the supplement. If revisions are received on time, we will try to complete the supplement to distribute at the March 15th meeting. If not, they will be sent by HPI/Canada Post as soon as they are available.

## New Contributors:

We are trying to make the THLA Union



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List as comprehensive as possible.  
If you would like to be represented  
in the List, please contact Susan  
Murray at 979-4372 or Eleanor Hayes  
at 596-4614.

## FACES & PLACES

Congratulations to EMILY GATES  
(Connaught Laboratories) who won  
the grand prize at the Christmas  
Party - a ticket to the Dinner  
Meeting in May.

We would like to welcome several  
new members to the Association.  
Because some of them may not be  
employed at "institutions" and  
thus their names might not ap-  
pear in the Institutional Mem-  
bership List which you will be  
receiving with this issue of  
the News, we felt that the  
best way of letting you know  
who they are was to print their  
names and addresses here.

Jennifer Armstrong  
48 Hunter St., Tor. M4J 1C2

Chris Caron  
Library, St. James Campus,  
George Brown College

Bridget Cave  
Library, Warner-Lambert

Anne Cocca  
Library, Tor. Institute of  
Medical Technology

Dorothy Davey  
175 Dinnick Cr., Tor. M4N 1M4

Linda Devore, FLIS Student  
22 Woodlawn Ave. E., #305  
Tor. M4T 1C1  
Tel.: 966-3722

Norma Dickerson  
Medical Library, Ross Memorial  
Hospital, Lindsay

Linda Diener  
133 St. Leonards Ave., Tor. M4N 1K6

Aileen Fisher  
Toronto East General Hosp. Library

Barbara Iwasiuk  
George Pennal Library  
St. Joseph's Health Centre

Ingrid Johnson  
Library, Can. Mem. Chiropractic Coll.

Grace Kopec  
Library, Doctors Hosp.

Bernie Marcellin  
Health Sciences Lib., Sunnybrook  
Med. Centre

Edith Tafler  
Library, Central Hosp.

Jennifer Taylor  
William Boyd Lib., Academy of Medi-  
cine

Priscilla Wagner  
394 Wilson Ave., #7, Downsview  
M3H 1S9 (Bus.: U of T, Occupational  
& Environmental Health)

Mary Alice White  
Sidney Liswood Lib., Mount Sinai Hosp

PLEASE NOTE: unless otherwise stated,  
the institutions listed are located  
in Toronto.

### PLACE NAME CHANGE:

The Ontario Crippled Children's Cen-  
tre officially became the "HUGH MAC-  
MILLAN MEDICAL CENTRE" on Thursday,  
November 1, 1984.



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Elaine Bernstein remains the Librarian at the Centre.

The Centre was renamed to honour the former clinical director of the hospital, the late physician and athlete Dr. Hugh MacMillan.

## ADDRESS CHANGES:

Canadian Physiotherapy Association  
(Nancy Christie, Librarian)  
44 Eglinton Ave. West  
Suite 201  
Toronto M4R 1A1

Family and Community Medicine  
University of Toronto  
(Rita Shaughnessy, Librarian)  
Toronto General Hospital  
101 College St.  
CW 4-200  
Toronto M5G 1L7

## CONFERENCE TROTting

"Educating for Health: Canada and the Third World" is the title of a half-day workshop to be held at Innis College, U of T, 2 Sussex Ave. on SUNDAY, FEB. 10, 1985 from 12:00 noon to 5:30 p.m., in the Innis College Town Hall.  
The \$10.00 fee includes brunch and coffee.

The Chairperson is BEN WICKS, Toronto.

Of particular interest to THLA members might be "A Walking Tour" of a Health Education Resource Display, featuring samples of the best and the worst methods and materials, from numerous Canadian International organizations. This takes place from 2:00 - 2:30 p.m.

The Workshop is sponsored by four Canadian non-governmental organizations: Canadian Organization for Development Through Education; Global Ed-Med Supplies; African Medical and Research Foundation; and Development Education Committee.  
Contact: Robin Holmes at 532-8310

"Strategic Planning for Libraries in the 1980's" is an upcoming workshop sponsored by the Library Science Alumni Association, U of T (LSAA).

Workshop leaders are Loraine Spencer Garry, President of Spencer Garry Consultants Ltd., a management consultant and librarian, and Dr. Carl Garry, Professor of Administrative Studies, York University and consultant to professionals.

Place: Metropolitan Toronto Library,  
789 Yonge St., Toronto  
Meeting Room D

Price: \$60.00 (lunch not included)

Date: FRI. MARCH 29, 1985

Time: 9:30 - 5:00

Contact: Frances Schwenger  
Metro Toronto Library  
928-5365

## IN THE LOBBY

The Interest Group on Quality Assurance for hospital librarians held its discussion meeting on Dec. 10, 1984. It was decided to defer the formation of Terms of Reference of the group until the objectives of the group became more crystallized. The main topic of discussion at the meeting was the establishment of Goals and Objectives for our hospital libraries, as they evolve out of the



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Mission Statements of our individual hospitals.

The next meeting of the Interest Group will be held at the Queen Elizabeth Hospital (Room 1121) on January 28, 1985 at 4:00 p.m. The subject for discussion will be the development of user surveys.

- Marjorie Morphy

## Microcomputer Special Interest Group

The group held its first meeting amidst the merriment of the Christmas Party on December 10th. We identified our present use of microcomputers as well as our needs and interests in this area. A list of members' names, institutions, types of hardware and software, and computer applications was drawn up and has been sent to all participants.

The next meeting will be prior to the THLA January 28th meeting at 6:00 p.m., Queen Elizabeth Hospital, Room 1128.

### Suggested Agenda:

- 1) Terms of Reference for the group
- 2) Corrections and additions to the Group Members List (bring your list)
- 3) (If time permits) Put together a Union List of material on microcomputer applications for libraries. Bring a list of your subscriptions, etc. to share with the group.

- Rita Shaughnessy (978-6467)

## MARKET PLACE

The Dean of the Faculty of Dentistry has been housecleaning and the library is offering these duplicate journals free for the asking:

- 1) Journal of Anatomy, 1957-1974 (pretty complete; many early volumes bound)
- 2) Anatomical Record, 1974-1984 (incomplete)

If interested, phone 979-4560. The Dentistry Library will hold on to these journals until Feb. 15th at which time they will be sent to Gifts at U of T.

The Library at Mount Sinai has the 1940 - 1970 volumes of the Canadian Nurse and the American Journal of Nursing available free to a good home. If interested call Eleanor Hayes at 596-4614.

FREE!

### NLN Current Catalogs

1976, 1977 Annual Cumulations;  
1978-1984 Quarterly issues

Contact: Helvi Thomas / Anne Kubjas  
Scarborough General Hospital  
(416) 438-2911 ext. 250