

THLA NEWS

Vol 6, No. 3.

January 1987

Editors' Corner

Now that the hectic Christmas season is over and we return to our diets and exercise programs to work off the effects of all that overindulgence, it is with some relief that we get back to a normal routine. We can look forward to 2 interesting THLA meetings - CD-ROM in Feb. and PAPERCHASE in March. See details in the **NEWS** and note the change in date of the March meeting.


With every new year comes the task of electing a new THLA executive. We have included with this **NEWS** a nomination form. Please consider getting involved, either by allowing your name to stand as a candidate, or by nominating a colleague. The positions to be filled along with their terms of reference are outlined in this **NEWS**.

We are sad to have to say farewell to **Bev Brown**, our Past-President, but we wish her the best of luck in her new job in Winnipeg. I'm sure she'll keep us posted as to the happenings out west.

Wishing all our members a happy and successful 1987.

Rita Shaughnessy
Sue Hendricks
Anne Kubjas

President's Message



It certainly appeared as if a good time was had by all at the THLA Christmas social meeting December 8. Our thanks to **Carol Morrison** and **Mary Boite** for hosting and organizing the evening and **Rosemary Ulliot** for the bartending. One highlight was the enthusiasm of the players of the "Who am I?" game, eventually culminating in **Colin Hoare's** prize winning record of eleven identities. The piece de resistance of the evening, however, was the dessert course, with magnificent contributions of THLA members. Among the bakers were **Jan Greenwood**, **Ann Butryn**, **Jenny O'Grady**, **Sharon Seldon**, **Bev Brown**, **Helvi Thomas**, **Catherine Honkawa**, **Mona Kakoschke**, **Danya Schwartz** and **Gail Griffith**. If I've missed anyone, my apologies - it was all wonderful! The annual dinner prize was won by **Valda Svede**. The other two door prizes and special Christmas centrepiece, donated by **Edna Allen**, were won by **Peter Clinton**, **Grace Kopeck** and **Jenny O'Grady**, respectively.

A new year brings new beginnings as **Bev Brown** moves on to a new position

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in Winnipeg with the University of Manitoba Medical Library. **Carol Morrison** has agreed to step in as Honourary Past-President to handle the THLA elections. To everyone - a successful 1987.

Catherine Pepper

INSIDE CIRCUIT

UPCOMING MEETINGS

Feb. 2, 1987 in the Alice Moulton Room, Science & Medicine Library, U of T.

Program: A demonstration of **Science Citation Index on CD-ROM**, currently being tested at the U of T. Several viewpoints regarding CD-ROM (i.e. librarian's, vendor's) will be presented. Refreshments will be provided at 6:30 p.m. Business meeting starts at 7:00 p.m.

R.S.V.P. to **Mary Boite** at 923-3523, ext 115, by Wed. Jan. 28.

March 23, 1987 **NOTE CHANGE OF DATE** not March 30, as originally planned.

PaperChase Explained and demonstrated. In addition to talking about the PaperChase system of Medline searching at our meeting, **Diane Winand** has indicated that she would be happy to have the chance to visit some hospital libraries in the Toronto area on or around that date, to demonstrate the system to the staff at those institutions. If you are interested in having her come to your library to demonstrate to your users, please let us know as soon as possible before **Mar. 23** so that

arrangements can be made. Call **Mary Boite** and we will pass on the information to Ms. Winand. Location: TBA

THLA ELECTIONS

I feel I must apologize to the Association and the Executive for decamping to Winnipeg in mid-January and thus not not being able to fulfill my obligations as Past-President in overseeing the upcoming election of officers. However, I feel both grateful and confident in leaving these responsibilities in **Carol Morrison's** very capable and experienced hands. I would urge members to assist her by serving on the Nominations and Elections Committee and by running for office.

The Nominations and Elections Committee is responsible for ensuring nominations and for receiving, counting and tabulating all returned ballots. In addition to the Past-President, the committee must be composed of two members who will not be running for office. If you are willing to serve, please contact Carol as soon as possible.

Four executive positions need to be filled for the 1987-88 year. They are President-Elect, Secretary, Treasurer and Editorial Assistant. All offices extend from July 1, 1987 to June 30, 1988. The positions of Secretary and Treasurer are one year terms. The President-Elect and Editorial Assistant require three year commitments. The President-Elect moves automatically to the position of President, then to Past-President. The Editorial Assistant moves to Associate Editor, then to

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Newsletter Editor.

Terms of reference are included in this **NEWS**. Current members of the Executive would also be happy to share their knowledge and insights.

Nomination forms are enclosed with this mailing. Please be encouraged and encourage others to run for office. I do not hesitate to claim that my own experience on the THLA executive has provided opportunities for important professional experience and valued personal friendships.

Bev Brown
Past-President

INTEREST GROUPS

DISABILITY RESOURCE LIBRARY NETWORK

The next meeting of the DRLN will be held on **February 10, 1987** from 2:30 - 4:30 p.m. at the Bloorview Children's Hospital, 25 Buchan Court. Agenda items include an evaluation of last year's topics as well as the setting of goals and objectives for 1987 and the election of a new executive. Following the business meeting, films on the Bloorview Children's Hospital and the Hugh MacMillan Medical Centre will be presented, as will a tour of the Bloorview Children's Hospital Health Sciences Library. For more information contact : **Elaine Bernstein** at the Hugh MacMillan Medical Centre, 425-6220, ext. 517.

QUALITY ASSURANCE GROUP

The Quality Assurance Interest Group will meet on **January 27** at 4 p.m. in the Conference Room at the Science & Medicine Library, U of T. Topics for discussion include Orientation/Instruction and Continuing Education followed by a discussion of Standards for Hospital Libraries. This discussion will continue at the **February 24th** meeting, also to be held at 4 p.m. in the Conference Room at U of T. If time permits at the February meeting, **Susan Hendricks** will commence her session on Policies and Procedures Manuals.

For further information contact: **Marjory Morphy** at North York General Hospital, 492-4500.

MICROCOMPUTER GROUP

The next meeting of the Microcomputer Interest Group will take place on **Feb. 9** (Feb. 11 could be an alternate) at 7:00 p.m. at the offices of Paula Lederman of Lederman & Associates Ltd., 234 Eglinton Ave. East, Suite 402. On the agenda is a "needs assessment" evening, with everyone welcome to participate.

On **March 17**, 6:30 p.m., **George Shirinian**, President of the P.C. Club of Toronto, will talk about the computerized ordering program currently in use at the York Public Library. Bring a brown-bag supper.
Location: TBA

The Microcomputer interest Group of THLA Membership Directory, 1987 should be available

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by the end of January.

For further information about the meetings, locations, alternate dates, or the Directory, contact **Dorothy Davey**, Medical Information Services, 485-0377.

FACES & PLACES

Beverly Brown, our Past-President and former Technical Services Librarian at the C.C. Clemmer Health Sciences Library, CCMC will be moving on to become the Cataloguing Librarian at the University of Manitoba Medical Library as of Jan. 15, 1987. Her former position will be filled by **Ella-Fay Zalezsak**, who was previously Cataloguing Librarian at the Toronto Public Library.

Claire Callaghan will also be leaving her position as head of the C.C. Clemmer Library, CCMC, to become the Collections/Online/Reference Librarian at the Sciences Library, University of Western Ontario, commencing Jan. 5/87.

Linda Devore is the new director at the Sidney Liswood Library, Mount Sinai Hospital. She was previously librarian at the Addiction Research Foundation.

MEMBERSHIP LIST CHANGES:

Shauna Dorskind - new phone no.: 978-6785

Linda Devore - new address:
66 Broadway Ave. #708,
Toronto, Ont. M4P 1T6
481-8187

CONTINUING EDUCATION

THLA-FLIS Workshop - a Success

THLA, in conjunction with U of T's Faculty of Library and Information Science, held its first **Introductory Workshop on Library Collections and Services in the Health Sciences** on Nov. 15, 1986 at Queen Elizabeth Hospital. The 14 registrants have expressed their appreciation to the Association for the full programme of information and insights into health sciences librarianship that the workshop offered. The organizers would again like to thank all the THLA members who volunteered their valuable time to ensure a successful workshop.

CONFERENCE TROTTING

The **CHLA 11th Annual Meeting** will be held in Vancouver, B.C. May 24-27, 1987 at the Holiday Inn Harbourside. The theme of the conference is **Maximizing Resources: Management, Marketing, People, Priorities**. For further information contact: **Nancy Forbes**, Conference Coordinator, Biomedical Branch Library, 700 West 10th Ave. Vancouver, B.C. V5Z 1L5 Phone: (604) 875-4505

The **MLA Annual Meeting** will be held on May 15-21, 1987 in Portland, OR. Check the next issue of the THLA NEWS for further details.

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 liason 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.

TORONTO HEALTH LIBRARIES ASSOCIATION NOMINATIONS
FORM FOR 1986-87 EXECUTIVE OFFICERS

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 sante du Canada.

We, the undersigned, nominate _____ (please print name of candidate) for the office of President-Elect

1. _____

2. _____

Nominators' signatures

Candidate's signature

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

1. _____

2. _____

Nominators' signatures

Candidate's signature

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

1. _____

2. _____

Nominators' signatures

Candidate's signature

We, the undersigned, nominate _____ (please print name of candidate) for the office of Editorial Assistant

1. _____

2. _____

Nominators' signatures

Candidate's signature

Please return all completed forms by Feb. 16, 1987 to

Ms. Carol Morrison
Ontario Cancer Institute
500 Sherbourne St.
Toronto, Ontario
M4X 1K9