

# THLA NEWS

Vol 7, No. 4.

March 1988

## Editors' Corner

What a gratifying response to THLA's last meeting, which featured the CE course on workload measurement by **Sue Gillespie!** Close to 70 members attended the session. Speaking for myself, I am now keenly aware of the considerable time commitment required to undertake a workload measurement study. I am pleased to have been shown a method which can be used in my library. Sue pointed out that most of the preparatory work lies in compiling detailed task lists. It seems to me that we could assist each other if generic task lists were compiled by a group of interested people. These could then be modified to suit the needs of individual libraries. If anyone is interested in participating in such a program over the summer months call me at (416) 576-8711 ext. 3334.

Enclosed with this issue of the news is a ballot for the election of our new executive. Please take a few moments to read the biographical profiles and give serious consideration to electing the candidate of your choice.

Details of our next meeting are listed after the President's Message. Those of us that have lived

through floods and fires now recognize the value in having a disaster contingency plan in place before such an event occurs! Do come out for this interesting discussion.

Susan Hendricks  
Editor

## INSIDE CIRCUIT

### PRESIDENT'S MESSAGE

With this issue of the NEWS I am reminded of the swift passage of this past year; we are already sending out ballots to elect next year's Executive. So far, the activities of the Association have been varied and interesting. Although I missed the last meeting on Workload Measurement because of a prior engagement in the Caymen Islands (sorry, just had to slip that in!), by all accounts the workshop was informative and worthwhile. We will hopefully be able to continue to provide this type of continuing education.

Special thanks are due to **Jennifer Bayne** and the Toronto General Hospital for the facilities and the refreshments for that



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evening, and to **Leanne Johnson** and Connaught Laboratories for printing the handouts provided.

I hope that most of you will take advantage of the opportunity to help shape your association by filling out and mailing your ballot as soon as possible after receiving them. Apparently there was a disappointingly low number of votes cast last year. The people who have agreed to stand for election deserve your interest and participation. The results will be announced at the May dinner meeting so plan to attend and finish the year on a festive note with friends and colleagues.

But first, on March 28th we will meet at the Hospital for Sick Children and learn how to expect the unexpected. See you there!

**Mary Boite**  
President

## THLA GENERAL MEETING, FEB. 1/88

After a few brief introductory remarks and announcements from **Tsai-O Wong**, **Susan Gillespie**, a consultant, spoke about a workload measurement study undertaken at University Hospital, London, Ontario.

She described the project in considerable detail outlining basic principles, the long process of defining work units and keeping work diaries, and described the statistical tables that can be derived from such a study. In her hospital library, the result of the study was that her staff was

increased by 1-2/3. After a break, there were numerous questions from the floor.

Details about workload measurement can be found in Sue Gillespie's article "Measuring Workload" in Bibliotheca Medica Canadiana V.9(1988), P.144-5. Other useful citations on the subject (as mentioned by Sue) are:

Woodruff E. Work measurement applied to libraries. Spec. Libr. 1957; 48:139-44.

Tesovnik ME, Dettart FE. Unpublished studies of technical service time and costs: a selective bibliography. Libr. Res. Tech. Serv. 1970; 14:56-67.

Evaluations indicate about half of those attending found the subject interesting and pertinent to their work. The speaker and programme received ratings of good to excellent. Other comments in the evaluations indicated that many found their own particular needs met in the evening's presentation.

Special thanks go to **Jennifer Bayne** for making arrangements for the room and refreshments.

## FORTHCOMING MEETINGS

### **March 28, 1988**

"Disaster Contingency Planning for Libraries" presented by:

**Karen Turko**,  
Head of Preservation Services,  
U. of T. Libraries;

**Deidre Green**,  
Director of Library Services,  
Hospital for Sick Children.  
Place: Lecture Theatre (1st Fl.)  
Hospital for Sick Children  
555 University Ave. (just north of Dundas St.)



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TTC: exit St. Patrick's stn.  
on University subway line.

Time: 7:00 p.m.

**N.B.** No need to RSVP.

**May 9, 1988**

Dinner Meeting

"Business Etiquette" presented  
by **Elena Jankowic**, president of  
The Etiquette Inst. of Canada.  
Ms. Jankowic is an expert in  
professional and public  
protocol. She will show us how  
to maximize our impact in the  
business environment and give  
us tips on how to get along and  
get ahead both in business and  
social situations.

Place: Loews Westbury Hotel

Buckingham Room

475 Yonge St.

(one short block north of Col-  
lege St.; TTC: exit College St.  
stn. on Yonge subway line)

Times: 5:30 - 6:30: Cocktails

Champagne Punch

Fruit Punch

Cash Bar

6:30: Dinner

Menu:

CHILLED PEACH SOUP WITH MINT

MIXED GREEN SALAD

ROAST CAPON A L'ALCANTARA

WITH PORT WINE SAUCE

BROCCOLI SPEARS

MUSHROOM-TOMATO RICE

PASSION FRUIT MOUSSE

COFFEE OR TEA

Cost: \$30.00 (includes cham-  
pagne punch).

RSVP and cheque by Mon. May 2  
to: **Tsai-O Wong**,

The Mississauga Hospital

Health Sciences Library

100 Queensway West

Mississauga, Ont. L5B 1B8

848-7394.

**N.B.** Cancellations accepted up  
to May 4th only.

## CONTINUING EDUCATION

**NOTICE REGARDING  
CHLA CONFERENCE '88**

Please be advised that the  
Halifax Conference Committee  
has omitted to include in the  
registration packages the room  
rate for the conference hotel.  
This will be **\$85.00** exclusive  
of tax for single and double.

### ISI On-Line Workshop

Date: March 11, 1988. (1/2 day)

Place: U. of T. Sci. Med. Lib.

Cost: Free.

Info: 1-800-523-1850 x1401.

### Souping Up the Library's Micro.

Date: March 11, 1988.

Place: FLIS, U of T.

140 St. George St.

Time: 8:45 a.m. - 4:30 p.m.

Cost: \$85.00

Instructor: **Lynn Howarth**

Info: **Marcia Chen**, 978-7111.

### Research Methods for Librarians

Date: March 25, 1988.

Place: FLIS, U. of T.

140 St. George St.

Time: 8:45 a.m. - 4:30 p.m.

Cost: \$85.00

Instructor: **Joanne Marshall**

Info: **Marcia Chen**, 978-7111.

### Advanced Business Information Update

Date: April 11, 1988

Place: FLIS, U. of T.

Time: 9:00 a.m. - 3:30 p.m.

Cost: \$85.00

Instructors: **Vivienne Monty**,

Head, Gov't & Bus. Lib., York  
University.

**Brian Land**,

Ontario Legislative Library.

**Helen Katz**,

Information Centre, CIBC.

Info: **Marcia Chen**, 978-7111.



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## INTEREST GROUPS

### DISABILITY RESOURCE LIBRARY NETWORK

The last meeting of the DRLN was held on Jan. 19, 1988 at the Canadian National Institute for the Blind and chaired by **Robert Jaeggin** of CRCD. During this meeting, 1987 co-chair **Maureen Perez** of Metropolitan Toronto Reference Library, was elected chair for 1988. **Teresa Helik** of the CNIB Reference Library was elected secretary/treasurer.

Following the business portion of the meeting, members received a tour of the CNIB National Library Division from **Janice Hayes** and **Kathleen Miller**. Tour highlights included the automated circulation and selection system, braille production and the talking book recording studios.

Further information about the DRLN may be found in **Robert Jaeggin's** article in BMC 9(3) 1988: 155-157. The next meeting of the DRLN will be held on March 22, 1988 at a place to be announced. For further information contact **Maureen Perez** or **Teresa Helik**.

### MICROCOMPUTER INTEREST GROUP

The Microcomputer Interest Group met on February 23, 1988. A report of this meeting will be included in the next issue of the **THLA NEWS**.

### QUALITY ASSURANCE INTEREST GROUP

The QA Group reconvened for one meeting on Jan. 26, to formulate THLA's submission to the CHLA Task Force on Hospital Library Standards. **Jan Greenwood**, Chairperson of the Task Force, was present, and assisted with the discussion. Members of the QA Group submitted comments relating to the revisions of the Canadian Council on Hospital Accreditation (CCHA) Standards I-IV, as drafted by the Task Force to date.

### CONSULTATIVE COMMITTEE

The members of the Consultative Committee met on Jan. 11 to review a Draft of the Request For Proposal (RFP) for a needs analysis study prior to establishing a Library Network. Subsequently, several revisions have been made to the Draft Proposal. It is anticipated that, in the near future, a final copy will be sent to Hospital Library Directors for their consideration and comments.

Editor's Note: In previous issues of the NEWS, The Consultative Committee has, in error, been referred to as the Consultation Committee. Regrets!



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## FACES & PLACES

Please make the following changes in the telephone numbers for North York General Hospital Library, as listed in the THLA Union List of Periodicals:

**Marjory Morphy** : 756-6142

**ILL: Joan Pengelley** : 756-6143

## MARKETPLACE

**Lorraine Speer**, MLS, seeks position as a Health Sciences Librarian. Experienced in both public and technical services in special libraries. Background in education and hospice settings. Telephone: 737-5063 (Richmond Hill).

**Stephen Nadon**, Library Technician graduate of John Abbott College (Montreal), seeks an entry level technician's position. Field placements at Jewish General Hospital in Montreal. Telephone: 622-3706.

A Health Sciences Librarian is needed at the **Grey Bruce Regional Health Centre**. Candidates must have a MLS with minimum of 2 years health sciences library experience. Send resume to:  
Personnel Officer,  
Grey Bruce Regional Health Centre,  
1400 - 8th St. E.,  
Owen Sound, Ont.  
N4K 6M9  
(519) 376-2121.

## MEMBERSHIP LIST CHANGES AND ADDITIONS

### New Members:

#### **Betty Bishop**

Health Sciences Library,  
Grey Bruce Regional Health Centre,

P.O. Box 1400

1400 Eighth St. E.

Owen Sound, Ont.

N4K 6M9

(519) 376-2121 ext. 2188.

#### **Mrs. Christine Mallion-Moore**

Library

Neighbourhood Dental Services

3310 South Service Rd.

Burlington, Ont.

L7N 3M6

(416) 681-2948.

Please note that the new THLA member for the Canadian Rehabilitation Council for the Disabled is: **Nora Drutz**.



## BIOGRAPHICAL INFORMATION ON THLA 1988-89 CANDIDATES FOR ELECTION

**BONNIE BROWNSTEIN** graduated from F.L.I.S., University of Toronto in 1984. Prior to joining the Canadian Memorial Chiropractic College in 1986, she held a contract appointment in the Cataloguing Department of York University and worked for a year in the Brockville Psychiatric Hospital Library. She would like very much to get more involved in THLA.

**LINDA DEVORE** has a M.Sc. in Speech Pathology (1970) and a M.L.S. (Toronto, 1985). She has worked as a speech pathologist with Toronto firms from 1970-83. She was Reference Librarian with the Addicton Research Foundation from 1985 to 1986, and has been Director of Library Services, Mount Sinai Hospital since Nov. 1986.

**CATHERINE HONKAWA** completed the Library Technology program at Seneca College in 1981, and then worked at the Toronto Western Hospital Library. Since 1985 she has been with the Ontario Ministry of Health Library. As a member for 6 years, she would like to take a more active part in THLA.

**KEN LADD** has a M.Sc. in Medical Biophysics (1983) and a M.L.S. (Toronto, 1986). Since graduation he has been Librarian at the Toronto Institute of Medical Technology. He currently heads up the Microcomputer Interest Group of THLA.

**LINDA LINTON** received her M.L.S. (Toronto) in 1986. She has worked in a contract position in a special business library and at the Oshawa General Hospital. Since March 1987 she has been with the Town of Pickering Library and has been a THLA member for 3 years.

**SUSAN MURRAY** received both her M.L.S. (1976) and M.A. in History (1972) from the University of Toronto. She managed the National Film Archives Library in Ottawa until 1978, briefly worked at the U. of T. Sci. Med. Library, and has been at the Dentistry Library since 1979, (except for a glorious year of travelling, Aug. '86 to Aug. '87). Susan edited the 4th edition of the THLA Union List of Periodicals (1984), served as THLA Secretary (1982-83), and would like to commit some time to help further THLA, a very worthwhile goal.