

THLA NEWS

Vol. 9, no. 1

September 1989

Editors' Corner

The pumpkins in the fields are orange, and the goldenrod at the roadside is yellow; both sure signs of the presence of Fall. June seems to have elided into - or collided with - September more quickly than usual this year, and we are back in full harness once again. We, the Editors, hope that the summer solstice did provide some opportunity for R & R, and we welcome you back to the THLA activities for another busy year.

The first meeting is on September 25. The topic centres around M.I.S guidelines for Hospital Libraries. This is a timely topic, and one of broad interest. The June 1989 issue of the NEWS published the names of the members, and the Terms of Reference for the CHLA/ABSC Task Force on the CHA/MIS Guidelines. You may want to review this information before coming to the meeting. Please note that the June issue indicated that Johann Van Reenen is an Ex-Officio member of this Task Force. Johann is, in fact, the CHLA/ABSC Board Representative on the Task Force.

The CONTINUING EDUCATION section offers a number of opportunities. The Telemedicine courses, especially, appear to be of a practical nature, and some are being presented by members of our own THLA.

Membership renewal is going well. For those of you who have not renewed your membership for the 1989-90 year, the time to do so is NOW. Only those who renew will continue to receive issues of the NEWS. Renewals and new membership requests may be sent to the THLA Treasurer, Colleen Mulloy.

THLA member, Dorothy Davey, of Medical Information Services, again this year, is generating our membership list, and mailing labels. Computerization enables us to keep abreast of name and address changes quite quickly. If you are having any problems with receiving your issues of the NEWS, please let me know, and we will make the appropriate adjustments.

The names of the 1989-90 Executive members appear in this issue. Anyone of them would be pleased to hear from you about suggestions for THLA programmes or activities. More specifically, we invite submissions to the NEWS. You may contact me, or one of the other members of the Editorial Team. Susan Hudson, the Assistant Editor, is especially interested in items for: Faces & Places, Interest Groups, or Marketplace. The following are the COPY DEADLINES for this year:

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Oct. 19 -Vol. 9, no. 2
Dec. 22 -Vol. 9, no. 3
Mar. 9 -Vol. 9, no. 4
June 1 -Vol. 9, no. 5

Policies for submitting material to the NEWS remain unchanged:

1. Deadlines for submission of copy will be printed in the first issue of each volume of the NEWS.
2. Submissions received after copy deadline will appear in the subsequent issue of the NEWS.
3. Articles for publication in the NEWS should not exceed one typed page double spaced or 250 words.
4. When inserts are to be mailed with the newsletter, sufficient copies must be supplied by the printing deadline. NOTE: Inserts must not exceed one double-sided page.

To pick up on our roadside goldenrod, that is the name of the dashing colour that we have chosen for this year's issue of the NEWS. We hope that both the colour and the content will brighten your day.

Marjory Morphy

Editor

INSIDE CIRCUIT

PRESIDENT'S MESSAGE

Welcome to what promises to be a busy year!

As a result of your suggestions, some of the meetings planned for 1989-90 will be on topics such as MIS/Hospital guidelines, CD-ROM systems and the new CAN/OLE system. We are continuing with the format established last year of more meetings, including one or two workshops.

I have accepted CHLA President Donna Dryden's invitation for THLA to co-host with Hamilton area library staff the 1991 CHLA Conference to be held in Hamilton. While THLA is the host chapter of the conference, most of the communication with the CHLA Board will be directly with the Hamilton Planning Committee. If anyone is particularly interested in being involved with the 1991 CHLA Conference, please let me know and I will pass it along to Dorothy Fitzgerald of McMaster University.

Recommendations of the THLA Subcommittee on the Union List of Periodicals are enclosed with this issue. Since the Subcommittee has recommended five positions for the Union List, as well as the appointment of a public

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relations officer and membership officer, the THLA Executive would appreciate knowing if any members have a particular interest in any of these positions. Please volunteer even if you are a new member or haven't been involved before.

It's (gasp) ten years since I have been a THLA member: I've appreciated the challenges and good company it has provided. The THLA Executive really is here to serve you - let us know what you would like to see and even what you don't like so we can improve and grow.

Looking forward to seeing you in September...

Susan Murray
President

THLA FALL MEETING

DATE: Monday, September 25, 1989

TIME: 7 pm - 9 pm

TOPIC: M.I.S. Guidelines for Hospital Libraries

SPEAKERS: Jennifer Bayne, Susan Hendricks,
Elizabeth Reid.

In addition, Sandra Langlands, Chairman of the Consultative Committee, will present an update on the Consortium project.

PLACE: St. Michael's Hospital
Ground Floor Lecture Theatre
30 Bond St.
Toronto, Ont.
M5B 1W8

DIRECTIONS:

By TTC - Take subway to Queen & Yonge station. Exit to north side of Queen St. Walk one block east to Victoria. Go in the Queen St. entrance (see below).

By Car - Parking is available at the northwest corner of Victoria and Queen, on Bond St, or on Church St.

Enter St. Michael's by the Queen St. entrance; it is right next to the small parking lot at the northeast corner of Queen and Victoria. The Ground Floor Lecture Theatre is immediately to your right.

RSVP: Eva Gulbinowicz, 965-2561

FORTHCOMING MEETINGS 1989-90

NOVEMBER 13, 1989

TOPIC: CD-ROM Databases - to include demonstrations by
U. of T. Science & Medicine Library staff.

PLACE: U. of T. Sigmund Samuel Library, Alice Moulton
room.

TIME: To be announced.

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DECEMBER 4, 1989

Christmas Social, Princess Margaret Hospital Staff House
5:30 - 7:30 pm.

Announcements about additional THLA meetings will be
include in the next issue of the NEWS.

MAY 15, 1989 DINNER MEETING - CORRECTION:

To our dismay, the report on the annual dinner meeting had
a serious omission. Canebco/McAinsh was thanked for
covering the cost of wine at dinner, when in fact Serials
Management Systems (Jim Rogers) was our sponsor for the
wine. Canebco/McAinsh sponsored the lovely reception
(hors d'oeuvres and drinks) beforehand. Thank you again
for your generous support.

THLA EXECUTIVE 1989-1990

Susan Murray, President
University of Toronto
Faculty of Dentistry
Dentistry Library
124 Edward St.
Toronto, Ont.
M5G 1G6 979-4372

Eva Gulbinowicz, President-Elect
Centre of Forensic Sciences
H. Ward Smith Library
25 Grosvenor St.
Toronto, Ont.
M7A 2G8 965-2561

Tsai-O Wong, Past President
Mississauga Hospital
L.G. Brayley Health Sciences Library
100 Queensway
Mississauga, Ont.
L5B 1B8 848-7394

Rosemary Ulliyot, Secretary
Clarke Institute of Psychiatry
Farrar Library
250 College St.
Toronto, Ont.
M5T 1R8 979-6820

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Colleen Mulloy, Treasurer
Academy of Medicine
William Boyd Library
288 Bloor St. W.
Toronto, Ont.
M5S 1V8 964-7088

Marjory Morphy, Editor, THLA NEWS
North York General Hospital
W. Keith Welsh Library
4001 Leslie St.
Willowdale, Ont.
M2K 1E1 756-6142 (FAX: 756-6384)

Bonnie Brownstein, Assoc. Editor, THLA NEWS
St. Michael's Hospital
Health Science Library
30 Bond St.
Toronto, Ont.
M5B 1W8 864-5854 (FAX: 864-5296)

Susan Hudson, Asst. Editor, THLA NEWS
Warner-Lambert Canada Inc.
Scientific Information Centre
2200 Eglinton Ave. East
Scarborough, Ont.
M1L 2N3 288-2360 (FAX: 288-2174)

INTEREST GROUPS

DISABILITY RESOURCE LIBRARY NETWORK

The next meeting will be on Tues. Sep. 19th, 2:30 - 4:30 pm at the North York Central Library (Committee Room #1), 5120 Yonge St. at the North York Centre subway stop. The topic will be automation. For more details, contact Joanne Bar, 395-5581.

CONSULTATIVE COMMITTEE

The members of the Consultative Committee have continued to meet regularly over the summer months to develop the plan for the implementation of the Consortium. In August, Sandra Langlands, Chairman of the Consultative Committee, sent out a letter to all Toronto-area librarians outlining the progress of the Committee to date. In addition, she will be making a presentation at the September 25th THLA meeting.

It is time to find a name for the Consortium. Your suggestions are requested. Please submit to Sandra by phone (978-6370), or by mail,

Sandra Langlands

University of Toronto, Science & Medicine Library

Toronto Health Libraries Association

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7 King's College Circle
Toronto, Ont. M5S 1A5

or give them to her at the THLA meeting on September 25th.
She is looking forward to hearing from you.

THLA SUBCOMMITTEE ON THE UNION LIST OF PERIODICALS

For the past year, the THLA Subcommittee on the Union List of Periodicals has been working on a list of recommendations. These recommendations were introduced at the June 6/89 Executive Meeting and tabled for discussion at the first Executive Meeting of 1989-90 on September 19/89. Please read the following proposal and direct any comments, questions, suggestions, etc. to Elizabeth Reid at 369-5750.

CONTINUING EDUCATION

TELEMEDICINE CANADA - 340-4472

1. Oct. 3/89 "Cataloguing Should Be Fun! Cataloguing Basics for the Hospital Librarian" Liz Bayley (Head of Cataloguing, Health Sciences Library, McMaster University)
2. Oct. 24/89 "Moving the Library: Planning Makes the Difference" Elizabeth Reid (Director, Health Sciences Library, Toronto Western Hospital)
3. Nov. 14/89 "Planning a Continuing Education Course" Toni Janik (Medical Librarian, Hotel Dieu Hospital, Windsor), Anna Henshaw (Librarian, Salvation Army Grace Hospital, Windsor)
4. Dec. 5/89 "Quality Assurance and Risk Management" Linda McFarlane (Director, Health Sciences Library, Sunnybrook Medical Centre, Toronto)
5. Jan. 23/90 "Revenue Generation in the Hospital Library" Jennifer Bayne (Manager, Fudger Medical Library, Toronto General Hospital)

FLIS - U. of T. SCHOOL OF CONTINUING STUDIES - 978-2400

1. Online Information Retrieval: An Introduction. Sept. 27; Oct. 4; Oct. 11; Nov. 30; Dec. 7 & 14, 1989, 4:45 - 6:45 with Ruth Von Fuchs.
2. Second Toronto Conference on Database Users. Oct. 12 & 13, 1989, 9-5. Contact: Professor Charles Meadow.
3. Desktop Publishing: Putting the Pieces Together. Oct. 20, 1989, 9-5. With Gene & Marion Wilburn.
4. Fundamentals of Records Management. Oct. 27, 1989, 9-4:30. With Caroline Werle.
5. The Inside Story - I. Dec. 1, 1989, 9-4. With Sally Grande.

CASLIS

Art of Presentation: Effective Speaking Tips & Techniques.
September 20, 1989 at 5:30 pm
Micromedia Ltd.
158 Pearl St.

Toronto Health Libraries Association

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INTEREST GROUPS

THLA SUBCOMMITTEE ON THE UNION LIST OF PERIODICALS

Before the Subcommittee's recommendations are considered, there are several "pre-recommendations" we suggest that would facilitate the carrying out of these recommendations:

- A) Appointment of a Public Relations Officer
 - would be responsible for drafting a brochure highlighting THLA's achievements, particularly the Union List of Periodicals
- B) Appointment of a Membership Officer
 - would be responsible for an annual membership drive, as well as recruiting potential members throughout the year

Recommendations:

- 1) Future editions
 - that there be a 6th ed. in printed and disk form

Comment: even though the Consortium which is in the process of being established has a union list of periodicals as one of its highest priorities, this could take some time to get going

- 2) Frequency
 - annual publication

Comment: in the union list survey, the majority of respondents would like to see this as an annual publication. To aid currency, the THLA Newsletter could be used to report new titles and cancellations (if a library had substantial changes, library staff could send an appropriate number of copies to the newsletter editor)

- 3) Labour
 - Permanent Committee of three: Chair and two others (for terms to be determined)
 - Co-ordinator - specified term (minimum two years, renewable)
 - Editor - specified term (minimum two years, renewable)

Comment: We recommend forming an ongoing Union List Committee, hiring an Editor (contract position) who is on this committee and reports to the THLA Executive, and a Co-ordinator who links with the Union List Committee, contributors and Consortium (the latter if we decide to keep publishing our own union list). Both the Editor and Co-ordinator would need job descriptions.

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- Committee - responsible for developing policy and annual objectives
- responsible for production of Union List
 - responsible for drafting policy and procedures manual
 - oversees quality control of type and number of Union List contributors; fills subject gaps in list (i.e. subject areas not already represented)
 - responsible for setting up mechanism for sale of Union List
 - initiates other projects (surveys, etc.) as needed

- Editor
- responsible for verifying journal information
 - " " inputting data
 - " " proofreading

- Co-ordinator
- aids the Committee in developing policy and annual objectives
 - liaison with Committee, Editor, THLA Executive and Consortium
 - responsible for contributor compliance (i.e. reporting of data in prescribed manner by contributors); Co-ordinator may have to offer individualized help sessions and/or general workshops
 - responsible for final format of data

- 4) Obligations of contributors
- procedures for reporting data must be built into ongoing library routine (there is no "good" time for all contributors to report, therefore, they must keep their lists up-to-date)
 - must be prepared to report their holdings at any time on demand
- 5) Procedure for submission and production
- formalized procedures set out in a policy and procedure manual

Comment: this is imperative, as lack of standardized procedures (or non-adherence to the guidelines for submission of data) has contributed to lengthy delays in producing the Union List in the past.

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- 6) Dual cost structure for 6th ed.
- members: \$50
- non-members: \$70

Comment: In the survey on the union list, about 33 members were willing to pay \$40-50, 19 chose \$50-60 and only 7 were willing to pay over \$60.

It would be best to keep this at \$50, even if the cost had to be subsidized by a slight dues increase.

- 7) Suggested additions for union list

- a) Inclusion of introduction
- cut-off date for material
- scope of union list
- mention of other useful sources (govt. library lists, SLA directory, CISTI list, U of T Science/Medicine list, FELIX, YORKLINE, etc.)
- b) Expanded library policies section
- separate column for policies
- FAX & Envoy numbers
- subject section at end of library policies section (Committee should draft subject list for contributors to check off)
- hospital specialities, strengths of library collection
- c) Miscellaneous
- use of a Canadian library symbol issued by the National Library
- inclusion of change of address and feedback forms as part of union list

Respectfully submitted,

Dorothy M. Davey
Eleanor Hayes
Susan M. Murray
Elizabeth A. Reid (Chair)

Members, THLA Union List of Periodicals Strategic Planning Committee
June 21, 1989

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FACES & PLACES

1. Joanne Collingwood, a once Library Technician with Carol Morrison, OCI, is now an '89 FLIS graduate working as Reference Librarian at Sunnybrook Health Sciences Library.

2. Helen Michael replaces Gail Casey-Fitzgerald as Head of Library Services at Queen Elizabeth Hospital. Gail has gone to St. Joseph's Hospital in Hamilton.

3. Glaxo Laboratories, a new THLA member, enjoys a new library setting. Anyone interested in obtaining their journal holdings may contact Shirley Atha, Manager of Information Services or Liz Antochin, Library Technician at 252-2281.

NEW MEMBERS

Ms. Alison Ball
Searle Canada Inc.

Miss Neera Bhatnagar
McMaster University

Ms. Maryanne Brenton
Ontario Ministry of Health

Ms. Sarah Carvalho
Cangene Corporation

Ms. Jill Cooper
Central Hospital

Ms. Vicky Duncan
Grey Bruce Regional Health Care Centre

Ms. Ana Maria Golon-Paiz
St. Michael's Hospital

Miss Emelita Gotera
Ontario Ministry of Health

Ms. Shirley Hall
Muscular Dystrophy Association of Canada

Ms. Rosalie Hellinga
North York General Hospital

Ms. Catherine Kennedy
Wellesley Hospital

Mr. Hugh McNaught
Connaught Laboratories Ltd.

Ms. Valda Joan Poplak
No institutional affiliation

Ms. Shahida Rashid
Women's College Hospital

Mr. Jim Rogers
Serials Management Systems Canada

Mrs. Marina Simms
Women's College Hospital

Ms. Glenda West
Toronto East General Hospital

Ms. Georgina M. Westdyk
Easter Seal Society

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MARKETPLACE

POSITION AVAILABLE

The Ontario Cancer Institute Library has an opening for a Library Clerk. This is a good starting position for a Library Technician or for someone with good office skills and an interest in Libraries.

There are a variety of duties including maintaining the journal kardex, binding, typing, shelving, helping with the telephone and retrieving materials from the shelves.

Good typing skills are essential.

Preference will be given to candidates with library experience and/or a Library Techniques Diploma.

Familiarity with word processing and electronic mail an asset.

Send resume to: Carol Morrison, Ontario Cancer Institute Library, 500 Sherbourne St., Toronto, M4X 1K9 or call 926-4482.

POSITION WANTED

Librarian, B.A., Lower Diploma in Librarianship (South Africa) with 15 years of experience in Medical Libraries. Seeks immediate position in a Toronto health-related library. Please phone Valda Poplak at 886-3611.

POSITION WANTED

Madge Bruce, a Library Technician with a B.A. is seeking part-time work. Mrs. Bruce's 10+ years of experience in Academic Libraries include such activities as reference work & special collections. Madge may be reached at 499-3011.

Eva Gulbinowicz, Librarian at the Centre of Forensic Sciences, has an Atari computer and software for sale. For further information contact Eva at 965-2561.

Free to a good home:

Library of Congress Subject Headings, 11th ed., 1988. 3 vols. Also: Oral surgery journals - various titles and years: please phone for more information if you are interested.

Contact: Faculty of Dentistry Library, 979-4560 (can send HPI or interested libraries can arrange pickup).