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HEALTH LIBRARIES SECTION Victorian group

Newsletter no. 32, November 1990

## NEWS FROM THE COMMITTEE

The Committee continues to meet monthly, and various members of the Committee regularly represent our group at many other meetings.

It is pleasing to report that this year nominations for the next Committee have been forthcoming and at the AGM a full Committee for 1991 will be endorsed.

The 1990 Annual General Meeting is to be held on Friday, 30th November before the Christmas Party. Come along and launch our group into what is shaping to be a most successful 1991 and then celebrate the festive season with good food and good wine. Full details are on the enclosed flyer, but don't forget to RSVP.

The Country Librarians Seminar 1990 is also to be held on Friday, 30th November. A separate sheet gives the full details, but the programme is sure to hold something for just about everyone. City librarians may attend too! But again, don't forget to RSVP. We particularly look forward to the country librarians joining us at our AGM and Christmas Party.

## ACHIEVING EXCELLENCE

Fourth Asian Pacific Special and Law Librarians Conference, with Ninth Biennial Health Librarians Conference. National Convention Centre, Canberra, 1-5 September 1991.

If you are interested in presenting a paper at this Conference, the deadline for submission of abstracts is fast approaching. If you would like details of the conference and how to register your interest in presenting a paper you could contact Enid Meldrum (VAH) on 520 3003.

Newsletter editor: Anne McLean, Health Sciences Library, Austin Hospital, Heidelberg, Vic. 3084. Phone: 03 450 5636. Fax: 03 459 0206.

Any items of interest for the next Newsletter should be with the editor by Friday, 1st February, 1991 (note change in deadline).

Newsletter advertising is available:	Full page	\$60.00
	Half page	\$30.00
	Quarter page	\$15.00



AS CLOSE AS YOUR FAX OR 'PHONE!



It's early, we know - but in case we don't see you - all the very best for Christmas and the New Year, from all your chums at SPP.



# Due in Australia this month from W.B. Saunders, the 3RD EDITION of

# OTOLARYNGOLOGY

ed. PAPARELLA, SHUMRICK, GLUCKMAN & MEYERHOFF.

This 4-volume set incorporates the progress and improvements achieved in otolaryngology-head and neck surgery during the past ten years. The new edition now includes a separate volume that focuses on plastic and reconstructive surgery and interrelated disciplines.

"A magnificent achievement."...British Medical Journal, of the previous edition.

ISBN 0 7216 1504 X 4 Volume set 3535pp over 2390 illus. \$349.50

# Due in December, also from W.B. Saunders, the 4TH EDITION of

# BRENNER & RECTOR'S: THE KIDNEY.

The British Medical Journal says of the previouse edition, "an outstanding success...complete and comprehensive...each essay could stand as a monograph alone."

The 4th edition continues this standard with 25 extensively revised chapters, and 29 entirely new or totally rewritten chapters. New coverage includes topics on physiology of the kidney, pathogenesis of kidney disease, and clinical features of renal disease. It covers the latest management strategies for optimal care and treatment.

ISBN 0 7216 2618 1 2 Volume set 2590pp over 800 illus. \$445.00

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# VIC MLS\_HLS Newsletter 1990 November.pdf HANDBOOK OF MEDICAL LIBRARY PRACTICE

Handbook of medical library practice. -- 4th ed. Louise Darling, editor, David Bishop, Lois Ann Colaianni, associate editors. -- Chicago, Ill. : Medical Library Association, c1982-1988. 3v.

Contents : v.1. Public services in health science libraries; v.2. Technical services in health science libraries; v.3 Health science librarianship and administration.

A copy of this 3-volume work is now owned by our group and is available for the use of our members. Telephone Ruth Lawrence (VDOR) on 813 1611 and she will be pleased to arrange for you to borrow one or all volumes.

The contents pages of volume 3 are reproduced below.

#### Chapter 1

Institutional Setting. The Profession and Professional Associations. Interlibrary Cooperation. Administration of the Library. Special Collections.

#### Chapter 2

#### Chapter 3

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Nature of Health Science Librarianship. Types of Positions. Technical Services. Public Services. Administration. Library Technicians. Opportunities and Placement. Education for Health Science Librarianship. Master's Level Programs. Personal Development. Continuing Education. Graduate and Postgraduate Education. Subject Specialization. Career Development, Enhancement, and Change. New and Expanded Library Programs. Extra-Job Professional Involvement. Alternative Careers.

#### Chapter 4

Librarianship SUSAN CRAWFORD and BARBARA HALBROOK	Protessi	onai Org	zaniza	tions	ш	ne	attn	1.0	CIG	:n	ce		
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SUSAN CRAWFORD and BARBARA HALBROOK Professionalism and the Health Science Librarian. Medical Library Association: Organizational Structure. Membership. Chapters and Sections. Administrative Structure. Program Areas. General Membership and Administrative Services. Communications and Publications. Professional Development. Information Issues and Policy. Other Professional Organizations Relevant to Health Science Librarianship.

#### Chapter 5

tions, Bibliographic Services, Publications, MEDLARS, Networks, Online Services, Document Delivery, Audiovisual Services, Extramural Programs, International Programs, Future Systems, MEDLARS III, Lister Hill Center, Chapter 6

Interlibrary Cooperation among Health Science Libraries 177 MARY M. HORRES and ALISON BUNTING

Interlibrary Cooperation: Overview and Issues. Goals. Prerequisites for Interlibrary Cooperation. Problems and Issues. Types of Interlibrary Cooperation. Interlibrary Cooperation in Health Science Libraries: Cooperation, 1947–1964. Cooperation, 1965–1984. Trends in Interlibrary Cooperation.

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Literature of Management. Purposes of Management. Role of the Manager. Qualities of the Manager. Types of Management. Relationship of the Library to Its Institution. Place in Parent Organization. Channels of Communication. Library Committees. External Relationships. Elements of Management. Planning Process. Implementing. Organizing. Staffing. Controlling. Budgeting. Data Collection. Operating Standards. Reporting. Evaluating. Systems Concept of Management. Communication. Internal Communication. External Communication. Resources for Management Operations. Personnel.

# Chapter 8

Categories of Staff. Position Descriptions. Personnel Records. Classification and Pay Scales. Legal Basis of Personnel Administration. Collective Bargaining. Faculty Status. Hospital Management Group. Work Schedules. Recruitment and Selection: Support Staff, Professional Staff. Interviewing: Support Staff, Professional Staff. Orientation of New Staff Members. Staff Development. Performance Evaluation. Effective Use of Library Personnel on Committees. Types of Management. Methods of Communication. Principles of Supervision. Personnel Issues for the Next Two Decades.

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NELSON J. GILMAN	
Marketing. General Considerations. Initial Marketing Tasks.	
Segmentation of the Market, Market Research, Marketing Mix:	

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#### Chapter 10

Administration: Space Planning for Health Science SAMUEL HITT General Principles and Considerations. Preparation for the Planning Process. Planning Process. Building Program. Location. Space Configuration. Modular Construction Principle. Size. Planning for Expansion. Spatial Relationships among Library Functions. Housing the Collection: Space Requirements, Types of Shelving. Seating. Staff Space. Planning the Nonpublic Spaces. Planning the Public Spaces: Entrance and Lobby, Functional Areas. Conveniences and Amenities. Planning Certain Nonspatial Elements. Remaining Important Considerations: Fixed Core Elements, Floor Coverings and Wall Treatments. Furnishings and Equipment, Lighting, Signage. Moving Ahead toward a Finished Library: Schematics, Design Development, Bid Document and Bidding Process, Construction, Occupancy, Settling In. Renovations and Addition/Renovations.

#### Chapter 11

History of Health Science Collections: Collection Development. Collection Policy. Special Considerations and Practical Guidelines for Selection. Acquisitions. Budget. Order Procedures: Contemporary Monographs and Journals, Out-of-Print Materials. Gifts. Works on Deposit. Weeding. Cataloging Rare Materials. Machine-Read-

able Cataloging. Classification and Subject Cataloging. Preservation and Conservation. Public Services. Reference Services. Teaching. Lending Services. Copying and Copyright. Security. Special Materials: Illustrations. Portraits. and Photographs. Artifacts. Exhibits. Administration. Reporting and Statistics. Personnel. Professional Associations. Oral History, Archives. and Manuscripts: Oral History. Archives. Planning for Archives. Processing Archives. Storage and Housing of Archives. Providing Access. Finding Aids. Use. Manuscripts. Acquisitions. Description and Cataloging of Manuscripts. Preservation. Use. Reaching Your Public: Friends Groups. Special Activities.

# REFERENCE TOOLS

Has anyone "discovered" a directory which has a comprehensive listing of hospitals, medical centres, etc. in the United States?

Anne McLean (VAUH) would be interested to hear from you on 450 5636.

Perhaps the **Newsletter** could be the forum for exchanging this sort of information?

Send any similar pleas to the **Newsletter** editor. Questions and answers **will** be published.

#### \*\*\*\*\*

# HELP WANTED

Suzanne Leczfalvy Bodor Smith is eager to hear from any Librarian from a health-related library who might be interested in participating in a survey she is undertaking for the journal entitled **Health** 

information and libraries (Budapest). Suzanne hopes to provide the journal with an overview of the Australian health library scene but needs input from some of our libraries. Those interested should contact her at 31 Glen Iris Road, Camberwell, 3124.

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#### HIV/AIDS RESOURCES DIRECTORY 1990

In conjunction with the NSW AIDS Bureau, the Health Education & Promotion System (HEAPS) has produced a comprehensive directory of Australian HIV/AIDS education and promotion resources. Nearly 500 HIV/AIDS resources are listed. Cost : \$15.00 Available from : HEAPS National Office

C/- Victoria College Rusden Campus 662 Blackburn Road Clayton, Vic. 3168.

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#### ALIA PROFESSIONAL DEVELOPMENT PROGRAMME

1991 will see the release of ALIA's first package - a self-instruction module with optional assessment and certification. ALIA needs some input from us as to the topics we would like to see covered in forthcoming PD packages.

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Several topics are currently on the drawing board - automating a small library, AACRIIR, library services for minority groups, and lobbying.

Send your ideas for other packages to our local Professional Development Officer - Jenni Rusciano (VFH).

Jenni would also be interested to receive suggestions from members for topics for meetings for 1991. Perhaps you might like to offer your library as a venue for one of our meetings?

#### \*\*\*\*\*

The following was generously contributed by Jennifer Evans (Freelance Library and Information Services Pty. Ltd.).

### JOB MOBILITY

On Thursday 18 October 1990 twelve librarians attended the 2nd Freelance Library & Information Services Pty Ltd Working Lunch at the Lyceum Club. The topic for discussion, which was led by Meg Paul from FLIS, was "Job Mobility". A very brief summary follows.

Some major barriers to job mobility were perceived as being:

- "typecasting" labelling people as cataloguers, reference librarians, school librarians etc.
- the requirement by some special librarians that new employees have some subject knowledge, or have worked in the particular library type - especially prevalent in law and medical libraries.
- the perception that people who have worked in school or public libraries will be unable to adapt to the different level of service required in special libraries.
- the present lack of broad general training for new graduates (once supplied by the large state and academic libraries) narrowing choices too early in their careers.
- the relative scarcity of senior positions.
- the lack of management skills preventing the movement to more senior positions within the organisation - not necessarily within the library.
- the temptation to stay too long because of superannuation.

Some suggested solutions proposed were:

- being willing to accept a position at the same or a lower level in order to gain new experience.
- value was placed on general skills and a broad experience by some who regarded personality and a positive attitude to service as more important than particular subject knowledge
- award re-structuring was seen as a likely change agent by which barriers to job mobility might be lessened.
- consideration of jobs outside librarianship for example in database design etc - for which library skills are appropriate.
- specialised short courses for potential medical, law or other special librarians.
- management courses, for which credit could be earned, to be taken after some years of library experience, to gain upto-date knowledge at an appropriate career stage.

Anyone who would like to suggest a topic for a future lunch, or would like to be invited or offer their library as a venue please phone Meg Paul or Jennifer Evans on 813 1925.

# HEALTH LIBRARIES ANNUAL SURVEY 1989/90

## Preliminary Summary of Results

As of the 25th of October only 14 survey forms have been returned. This is a very small number, and means that the figures below are of little value. However, in an effort to encourage more people to return their forms, I have done some initial analysis of the results. Could I encourage you to return your forms as soon as possible so that a more meaningful set of figures can be put together. The figures below are either averages or percentages, and you can see that there is no mention of any institutions by name!

# Staff

Average number of librarians 1.22 Average number of library technicians N.E.I. Percentage of libraries with library technicians 7.7% Average number of clerical staff N.E.I. Percentage of libraries with clerical staff 30.7% Average number of total staff 1.58

# Services available

Percentage of libraries lending journals 57.1%	
Percentage of libraries lending audiovisuals 71.4%	
Percentage of libraries lending computer software 0.0 %	
Percentage of libraries with online database access 57.1%	
Percentage of libraries with CD-ROM access 14.3%	
Percentage of libraries maintaining SDI's 35.7%	
Percentage of libraries circulating journals 50.0%	
Percentage of libraries using computerised facilities 38.5%	
Percentage of libraries using electronic mail 30.7%	
Percentage of libraries using ABN 46.2%	

# Use of services

Average of :	Total staff 1 or less	Total staff more	than 1 ALL
Hours open per w	eek 29.5	49.7	37.2
Annual book loans	980.0	4,029.6	2,046.0
" journal loa	ns 394.0	1,198.9	1,362.0
" AV loans	92.4	753.4	422.0
" I.L.L. in	278.9	1,646.8	754.0
" I.L.L. out	483.8	2,235.6	1,106.0
" ref - direct	. 752.6	1,074.4	895.6
" refextend	. 314.2	514.45	394.3
" articles cop	ied 3,015.0	993.0	2,361.0
" contents pag	es 3,932.4	3,721.6	3,686.0

# N.E.I. = not enough information

## Contributed by Scott Holmes, Bendigo Base Hospital

# ABOUT PEOPLE ...

Bronia Renison is about to depart at MMC:M and Kathy Hutton is soon to take over. Thanks Bronia for your contribution to our group, and welcome back to Kathy!

Scott Holmes (BEN) is taking a career change and is shortly to begin training for the Anglican priesthood. Thanks Scott for being our first country librarian on the HLS Committee, and for all your hard work. We all wish you well in your new undertaking.

Rumour has it that there was a lot of interest in the new Kline Beecham job out at Dandenong. Congrats. to Tessa Morton on landing the position.

Welcome back Aina (CI) and Sandra (SV) who have just attended the International Medical Librarians Conference in New Delhi. We look forward to hearing all about it!

The Life Sciences Librarian's office at the Brownless Medical Library is no longer vacant ... Welcome Dorothea! As Dorothea is new to us all she has kindly provided us with a short resume of her library experience. We all look forward to meeting you soon Dorothea and to your contribution to the library network.

## Dorothea Rowse

Dorothea Rowse was appointed Life Sciences Librarian at the Brownless Medical Library from the beginning of October 1990. She graduated from the University of London and did her postgraduate diploma in librarianship at the University of Strathclyde in Glasgow. She has an MA in History from the University of South Africa and is completing a D. Litt et Phil., also in History. Her professional experience includes five years at the National Archives of Rhodesia (now Zimbabwe), and three years as the Head of Reader Services at the University of Rhodesia (now Zimbabwe). This was followed by twelve and a half years at the University of South Africa in Pretoria, working in the Subject Reference Division. She completed her service there as Deputy Head of the Division with the rank of Deputy Director. UNISA is a very large multi-racial distance teaching university and had a student population of over 100,000 in 1989. The Subject Reference Division, one of thirty-six professsional staff, provided a comprehensive reference service to academic staff and all postgraduate students. She has had considerable managerial experience and a wide ranging experience in subject related work - from the hard sciences to history and antiquarian collections. She has published in the fields of history, genealogy ··· . and library science.

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### FOR SALE

Texas Instruments Portable Data Terminal. Model 709 with acoustic coupler. Kathy Mowat (VMEGC) would be pleased to hear from anyone interested in purchasing this terminal. "It's compact, portable and quiet, and is ideal for MEDLINE", says Kathy.

Purchased in 1988 for \$1,200.00, but now at the bargain price of \$600.00! Interested persons should contact Mrs. K. Mowat - 788 1200 (Tuesday-Thursday)

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## AUSTRALIAN COPYRIGHT COUNCIL

The ACC is a non-profit company founded in 1968 to provide the arts and copyright industries with a range of legal services. The Council comprises representatives from writing and publishing, music, recording and the performing arts, journalism, film and video, design arts, architecture, photography, Aboriginal arts and the visual arts.

The office has six full-time staff: an executive offier, three other lawyers, a secretary and an information officer. The ACC is funded largely by the Australia Council.

#### SERVICES AVAILABLE

Free advice on copyright and related areas

Information about developments in copyright and issues affecting practitioners

- Pulications free pamphlets
  - the Bulletin a quarterly publication dealing with particular areas of copyright and important developments
  - occasional papers, including reports on special research projects or other studies

Advocacy - the ACC acts as lobbyist for copyright interests The Council's service is free ... Individuals calling from outside Sydney are welcome to use the toll-free line, although organisations are asked to use the STD number in preference.

> Australian Copyright Council Suite 3, 245 Chalmers Street, Redfern, NSW 2016. Telephone : 02 318 1788 008 22 6103 (toll-free)

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