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Volume 8, Number 2

Winter, 1988

**The Bulletin of the Georgia Health Sciences
Library Association**

EDITORS: Gail Anderson / Linda Flavin

Remarks from the Chair

I know all of you are looking forward to meeting old friends and making new friends at the Florida/Georgia Health Sciences Libraries Association Meeting in a few weeks. Congratulations to Suzaan and the Program Committees of both groups for planning what promises to be an exciting meeting!

Responses to the Interlibrary Loan Survey conducted by the Resources Sharing Planning Committee have been received. Approximately 100 of the 330 surveys were returned. Preliminary results will be announced at the Business Session in Jacksonville.

See you there!

Kim McInnis, Chair

FROM THE EDITORS

This issue contains 2 articles which we solicited from librarians whom we knew were recently involved in special projects and who, therefore, could give us the benefit of their experience.

GHSLA UPDATE can be the vehicle for you too to publicize how you have accomplished a task in your library. Use *GHSLA UPDATE* to communicate how you do something well and how—in the case of one-person libraries—you have solved the problem of work flow and work flow interruption.

Every member of GHSLA is an *UPDATE* reporter/writer! As soon as you receive this issue, write down the information that we have left out and send it to us for inclusion in the next issue. Types of information are staff changes, continuing education, publishing, consortia news, etc.

Georgia is a large state—too large for us all to meet regularly. Many members cannot attend the annual meetings so this newsletter is a forum for information and ideas. We especially need input from *hospital librarians*; there is no attempt by academic medical librarians to “run the show.” Since hospital librarians have less time for

writing, we would be happy with handwritten news—clearly written of course. The Ontyme Code is MCGA to send information to us via E-Mail.

THE DEADLINE FOR THE SPRING/SUMMER ISSUE IS APRIL 15, 1988.

Gail and Linda

Paid members (as of January 31, 1988) are receiving memberships cards with this issue of *GHSLA UPDATE*. Non-members are receiving copies stamped “COMPLIMENTARY.” To join GHSLA, see page 21.

PUBLISHING

Donna Flake, Director of the Health Sciences Library of Memorial Medical Center, Inc., Savannah, published “Online Searching with a Microcomputer” in *North Carolina Libraries*, Summer 1986 [44(2):94-96].

GHSLA UPDATE

Bulletin of the Georgia Health Sciences Library Association

Published quarterly.

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Subscriptions are included in individual (\$5.00) & institutional (\$10.00) memberships.

LET'S RIDE THE TRAIN !

For those of you planning to attend MLA in New Orleans, you may be interested in a leisurely train ride rather than waiting for delayed flights in hectic airports. The trip from Atlanta to New Orleans is on special for **\$108 (including tax) round trip** until May 26th. The train departs Atlanta at about 8:00am and arrives New Orleans around 6:30pm. Return trip departs at 7:30am and arrives about 7:30pm. For more information call AmTrak [800-872-7245] or me.

Meet you in the club car!
Lyn Dennison
Medical College of Georgia
(404) 738-9759

Daylight Savings Time begins on April 3, 1988 [Easter], the first Sunday of the month.

MLA "Buddy Program"

For the second year, the Membership Committee is sponsoring a "buddy program" at the Annual Meeting, where new members or first-time attendees are paired with an experienced MLA member from their Chapter. If you are interested in participating, please write Maryann Zaremska, St. Francis Memorial Hospital, P.O. Box 7726, San Francisco, CA 94120. Be sure to indicate if you want to be *assigned* a buddy, or if you wish to *serve* as a buddy. You will receive a confirmation of your interest and a letter with your buddy assignment before the Annual Meeting. The deadline for participating in the program is May 1.

—from the *MLA Preliminary Program/Registration Materials*

THE GOLDEN FLEECE

or

Revelations from the Major's Newsletter

Medical Anthropology

*Has been delayed, unfortunately,
And so have Clinics Oncology,
Steroids, Bone, and Physiologie.
Again the publishers are late, you see,
Through no fault of their own—the usual
plea.*

*Still others have suspended, changed, or
ceased,
While new titles have sprouted—two dozen at
least.*

*It's enough to bring out the hidden beast
In any librarian who isn't deceased.
I suspect the figures might show, if released,
That the more you pay, the more you're
fleeced.*

Ken Robichaux

PEOPLE & PLACES

Marianne Adams assumed the position of Evening Circulation Supervisor at the Medical College of Georgia Library, Augusta.

Lisa Boyd is the new DOCLINE Coordinator for the SE/A RMLS. **Nancy Nuell** is remaining in the SE/A RMLS but is moving out of DOCLINE into other areas.

Donna Flake, Director of the Health Sciences Library, Memorial Medical Center, Inc., Savannah, has been invited to speak on "U.S. Medical and Hospital Libraries" at the Annual Conference of the Library Association: Medical Health and Welfare Librarians Group in Guildford, England September, 1988.

Miriam C. Hudgins is now part-time cataloger at the Medical School Library, Mercer University, Macon. She was formerly cataloger for the Stetson Library at Mercer.

Kimberly A. McInnis, Reference Librarian, Medical School Library, Mercer University, Macon received a promotion from the School of Medicine from Instructor to Assistant Professor, Medical Library Science. Also, she will be presenting a paper on The Georgia Interactive Network for Medical Information (GaIN) at the National Online Meeting in May.

Becky Rogers and **Judith Rogers**, formerly Library Assistants IV, have been promoted to Medical Library Assistants, Reference Services, Medical College of Georgia Library.

Anna-Liisa Rosner was recently appointed Acting Cataloger at the Medical School Library, Mercer University, Macon. She is currently enrolled at Emory University Division of Librarianship. Her former title at MUSM was Cataloging Assistant.

Aurelia Spence, Central State Hospital Medical Library, retired at the end of 1987. *See Position Available.*

M. Warren Schlatter, Head, Audiovisual Services Department of the Medical College of Georgia Library has resigned as of March 31, 1988 to become Coordinator of Media Services and Associate Director of the Library at Dalton College, Dalton, Georgia.

Nancy Van de Water is the newly appointed part-time Public Services Librarian at the Medical School Library, Mercer University, Macon. She was formerly at UCLA. Nancy served as an NLM intern after graduation from Case Western.

CALL FOR PAPERS

Southern Chapter/MLA

The Southern Chapter Program Committee is issuing a call for poster presentations and/or contributed papers for the 1988 Southern Chapter meeting in Jacksonville, FL, November 2-5, 1988. "The Shape of Things to Come" will be future-oriented specifically addressing new directions in information transfer and delivery. In correlation with this, the meeting will focus on the future of the South and how its future will directly and indirectly affect Southern health sciences libraries. The committee invites poster presentations which describe innovative activities in health sciences libraries in the South. The committee also invites contributed papers related to the themes "Meeting the Challenges of Tomorrow" and "Serving the Rural South."

ABSTRACT GUIDELINES: Abstracts for contributed papers should be 250 words maximum; typed, double-spaced on 8 1/2 x 11 white paper. Submit 5 copies. Include name, address, and daytime telephone number of presenter. Please mail abstracts to:

"Meeting the Challenges of Tomorrow"

Mary King Givens

Health Science Center Library

University of Tennessee

800 Madison Avenue, Memphis, TN 38163

(901-528-5166)

or

"Serving the Rural South"

Lisa Russell

Health Sciences Library

University of Alabama

P.O. Box 6331

University, AL 35406

(205-348-1360).

PROPOSAL GUIDELINES: Poster proposals should include an abstract, brief description of all equipment, and conceptual drawing of poster or demonstration. Submit 5 copies. Include name, address, and daytime telephone number of presenters. Please mail proposals to:

Martha Watkins

Medical Library

School of Medicine

Mercer University

Macon, GA 31207

(912-744-2515).

DEADLINES: Abstracts and/or proposals must be received by May 1, 1988. Notice of acceptance will be made by July 1, 1988. Presenters of selected abstracts/proposals will receive additional guidelines and criteria.

GHSLA Representatives Meet with Medical Association of Georgia Committee on Continuing Medical Education

Medical Association of Georgia Committee on Continuing Medical Education members are willing to consider requests to cooperate with or support GHSLA projects. The committee's supportive stance was the response to a presentation and proposals for cooperation by GHSLA representatives at a November CME Committee meeting in Atlanta. One GHSLA project, the Document Delivery Survey, has already received support in the form of a cover letter written by Chairman Dr. George Shannon.

GHSLA was invited to meet with the committee through the efforts of Donna Flake, Director of the Health Sciences Library at Memorial Medical Center in Savannah. Donna contacted Steve Davis, MAG Director of Education, to discuss ideas on promoting hospital health science information services and resource sharing in Georgia. His invitation to speak at a committee meeting was eagerly accepted.

Martha Watkins, Assistant Director of the Mercer University Medical Library, and Marilyn Barry, Director of the DeKalb General Hospital Medical Library, attended the meeting to describe GHSLA aims and recent initiatives of health sciences librarians. Committee physicians listened with interest as Martha Watkins described efforts to provide access to the health care information network to every health care worker, to network with other information professionals and to determine what information physicians need and how they get it.

Presently there are no further plans to cooperate, but it is hoped that communication with the MAG Committee on CME will continue.

Marilyn Barry

“NETWORKING” at the Southeastern Conference of Hospital Librarians

The theme of the 11th annual Southeastern Conference of Hospital Librarians is “Networks and Networking in the Delivery of Health Care Information,” to be held April 13-15, 1988 in the Georgia World Congress Center, Atlanta. Georgia librarian, Martha Watkins, Assistant Director of the Mercer University Medical School Library and the current SCHL president, will welcome members.

“This three-day meeting is designed to explore networking within the health science library environment for the purposes of stimulating formation of new networks or consortia, of rejuvenating tired consortia, and of urging all networking activities to seek a higher plane that they may better serve the health care community.”

Speakers “will discuss what needs the network must meet, how to assess these needs, how to put plans into action, and how to fully implement networking technologically and geographically. The format will be of a practical nature with discussion of problems and invited speakers providing the vision for the future.”

Among the invited speakers are John N. Berry, III, Editor in Chief of *Library Journal*, Suzanne F. Grefsheim, Executive Director of Southeastern/Atlantic Regional Medical Library Services, and Barratt Wilkins, State Librarian of the State Library of Florida.

The Conference which coincides with the Southeastern Hospital Conference 51st Annual Assembly, will offer a continuing education course, “Networks: Present Value & Future Adaptability,” scheduled from 9:00am-5:00pm on Thursday April 14. Medical Library Association CEUs have been applied for and should meet at least six contact hours.

For your convenience, the meeting begins Wednesday at 3:00pm and ends on Friday at 11:30am making travel plans easier for attendees. Also, Wednesday evening will include a Welcome Reception with heavy hors d’oeuvre and Friday morning will begin with a Continental Breakfast—thanks to the following sponsors: Majors, Matthews, NCME, Pitney-Bowes, and Read-More.

Gail Anderson

FOR SALE

One microfiche reader/printer—Micro Design DC 580 AE. In good condition. Has both 25X and 87X lens. Selling because wanted to upgrade. Available immediately to the best offer. Contact:

Pat Strougal, Head Librarian
Alston & Bird
35 Broad Street, Suite 1200
Atlanta, GA 30335
(404) 586-1508

CALENDAR

March 16-18, 1988

Florida Health Sciences Library Association/
Georgia Health Sciences Library Association
Joint Meeting
Jacksonville, Florida
Theme: “Drawing on Your Own Resources”

April 13-15, 1988

Southeastern Conference of Hospital Librarians
Georgia World Congress Center, Atlanta

May 10-12, 1988

National Online Meeting
Sheraton Centre, New York City

May 20-26, 1988

Medical Library Association Annual Meeting
New Orleans, Louisiana

June 11-16, 1988

Special Library Association 79th Annual Conference
Denver, Colorado
Theme: Expanding Horizons: “Strategies for Information Managers”

Fall 1988

Southern Chapter/Medical Library Association

WHO IS THE LIBRARIAN OF CONGRESS?

James H. Billington was sworn in September 14, 1987 as the thirteenth Librarian of Congress.

GHSLA COMMITTEE REPORTS

Program Committee Report

Registration packets have been mailed out for the **Second Joint Meeting of the FHSLA/GHLSA**. There has been some trouble with packets being lost in the mail. If you have not received your packet by now, please contact Suzaan Wright at the address given at the end of this article.

The program offers two continuing education courses on Wednesday, March 16. These are:

MLA CE 112—Collection Development and Use taught by James Bobick.

MLA CE 653—Writing for Publication taught by Gary D. Byrd.

Each course will provide .8 CEU's from the Medical Library Association and costs \$75.00.

Wednesday evening, March 16, a Welcome Reception will be hosted by Majors Scientific Books. The Food Court of Jacksonville Landing will be the location. Jacksonville Landing is a new shopping arena located one short block from the OMNI Jacksonville Hotel. The Food Court contains tasty ethnic, regional, and traditional food offerings in a setting that includes outdoor terrace restaurants and intimate courtyard cafes overlooking the St. Johns River.

On March 17, Saint Patrick's Day, the meeting will begin with a keynote address from F. William Summers, Dean of the School of Library and Information Studies at Florida State University and President-Elect of the American Library Association. His address is entitled "Drawing on Your Resources," which is also the theme of this FHSLA/GHSLA meeting. Thursday will contain the Business Session for each individual organization and Luncheon on a riverboat paddling down the St. Johns River. (*The Luncheon is included in your conference and registration fee.*) The afternoon session, entitled "Planning and Evaluation Approaches for Health Sciences Libraries," will be conducted by Charles R. McClure. Dr. McClure is well-known in the Public Library field for his work on using output measures for planning and role setting in libraries. He suggests the reading of two books before the conference in order to obtain the maximum benefit from this session. These are:

Planning and Role Setting for Public Libraries: A Manual of Options and Procedures by Charles R. McClure, Amy Owen, Douglas L. Zweizig, Mary Jo Lynch & Nancy A. Van House. American Library Association, 1987. (\$14.00 paper)

Output Measures for Public Libraries: A Manual of Standardized Procedures, 2d ed. by Nancy A. Van House, Mary Jo Lynch, Charles R. McClure, Douglas L. Zweizig, & Eleanor Jo Rodger. American Library Association, 1987. (\$12.50 paper)

Even though these two publications are aimed at a public library audience, the principles carry over to any type or size library. [A brochure on these two titles, with order form, was placed in every registration packet for your convenience.]

Thursday evening will bring the Exhibitors Reception and exhibits. The Exhibitors will be available to discuss their products and services with you on a one-to-one basis. Please be sure to attend and support these vendors who help us with the expenses of these meetings and who are so supportive of libraries and librarians.

Friday, March 18, will begin with a session of *Biblio-aerobics* by Alice DeVerno and Marilyn Barry to help everyone wake up and get their blood flowing. This will be followed by a panel discussion on End-User Searching. Represented will be BRS, PaperChase, Grateful Med, and NurseSearch. Following the panel will be a session of actual demonstrations of the above systems. This will be an open time where you may pick the systems you wish to experience first hand. You may proceed from station to station at your own pace, evaluating and comparing each system in terms of your individual user population. A box lunch will be available for those who wish to continue through lunch. This box lunch is NOT included in the registration fee. If you are interested in having the box lunch, please mark the appropriate space on the registration form and add the designated amount into your fee total.

The Florida Medical Association's Leadership Conference will begin a meeting on Friday (March 18) in the OMNI Jacksonville Hotel. It was decided that a joint session would be beneficial to both FMA's group and the

GHSLA COMMITTEE REPORTS

FHSLA and GHSLA members. Thus, a joint panel discussion is scheduled for Friday afternoon on "Continuing Medical Education in the Hospital."

It is our belief that this will be an exciting and stimulating program. We hope to see a large number of Georgia delegates at this meeting to share and exchange ideas, friendships and a lasting cooperation with our Florida counterparts.

Just one last word: *If you have special dietary requirements, please make a note of this on your registration form. If you have already sent in your form, you can contact me and I will pass the information along to the Florida local arrangements group.*

If you have any questions, suggestions, etc., or have not received your registration packet, contact me at:

Suzaan Wright, Librarian
Georgia Baptist School of Nursing
(Box 411) 300 Boulevard, NE
Atlanta, GA 30312
(404) 653-4000, ext. 2136

AND REMEMBER TO ENTER THE LIMERICK CONTEST—A PRIZE WILL BE AWARDED FOR THE BEST!!!

Suzaan Wright

Continuing Education Coordinator Report

Like other committees this year, the burden of the continuing education courses has been taken by the Florida Health Sciences Library Association. In choosing the two courses, consideration was given to member preferences, previous course availability in the area, and costs.

The 2 MLA CE courses to be offered at the joint meeting are:

CE 112 COURSE DESCRIPTION:
COLLECTION DEVELOPMENT AND USE—
Instructor: James Bobick

This course is designed for health sciences librarians working in either hospitals or academic settings. Some previous training or experience in basic selection and

acquisition procedures is assumed. A wide range of material formats is considered with emphasis on monographs and serials. Topics include: collection development policies, principles of selection, approval plans, order procedures, gifts, budgeting, financial and statistical reports, and collection management and evaluation. Both manual and automated systems are considered. *Participants are urged to bring a copy of their library's collection development policy to the class if one exists.*

CE 653 COURSE DESCRIPTION:

WRITING FOR PUBLICATION—Instructor:
Gary D. Byrd

This course focuses on how to write and submit an article for publication in a professional journal. Major topics covered will include: the publication process; defining an approach and selecting a market; organizing the article; writing and revising for logic, sentence structure, accuracy and style; and preparing the manuscript for submission. The course, also, will include a brief overview of the book publishing process.

Each course will provide the participant with .8 CEU's from the Medical Library Association. Cost of each course is \$75.00. The two courses run concurrently on Wednesday March 16, 1988.

Although deadline for early registration was February 15, you may contact Pat Moneyhan (Borland Health Sciences Library/580 West 8th St./Jacksonville FL 32209/904-359-6516) to determine whether there is room for you in the course.

Marilyn Barry

Membership Coordinator Report

The mass mailing of membership forms in the Fall and the membership form in the back of the Fall 1987 issue of *GHLSA UPDATE* resulted in 78 1988 members—a good number for the beginning of the year (*see list of current members on page 20*). We will insert a membership form in each issue of *GHLSA UPDATE* provided space is available and printing costs are not excessive.

Susan Statom

GHSLA COMMITTEE REPORTS

Nominating Committee

The following is the GHSLA slate of officers for 1988-89 to be voted on at the 1988 Joint Meeting on Jacksonville, Florida, March 17 1988. If elected they will assume office at the close of that meeting.

Chairman-Elect

Jett McCann
Library—Serials Department
Medical College of Georgia
Augusta, GA

Secretary

Donna Flake
Health Sciences Library
Memorial Medical Center
Savannah, GA

Treasurer

Betty Clements
Library
Hughston Sports Medicine Foundation
Columbus, GA

The Nominating Committee consisted of:

Marilyn G. Barry—DeKalb General Hospital, Decatur
Opal Bartlett—The Medical Center, Columbus
Shelley Davis—Medical College of Georgia, Augusta
Suzaan Wright (Chairman)—Georgia Baptist School of Nursing, Atlanta

Suzaan Wright

Bylaws Subcommittee Report

During the Executive Committee meeting in September 1987, the GHSLA Bylaws were discussed. It was decided that the Bylaws were in need of updating since the last revision was in 1981. A committee was appointed to examine the Bylaws carefully and make revision sugges-

tions. Fay Boyer (GHSLA Registration Coordinator/Georgia Baptist Medical Center), Kim McInnis (GHSLA Chairman/Mercer University School of Medicine) and Suzaan Wright (GHSLA Chairman-Elect/Georgia Baptist School of Nursing) were appointed to the Committee.

Copies of the existing Bylaws were distributed to the committee members and they were charged with reading these thoroughly before a meeting was called. Each member marked areas of the Bylaws they felt needed to be considered in the revision process and wrote out possible new wording. A meeting was held in November during which the Committee discussed each section selected by each committee member. Each proposed change was accepted, rejected, or revised after a detailed discussion. A rough draft was developed from this meeting which was distributed to other members of the Executive Committee for their input and suggestions. These suggestions were used to refine the rough draft, and develop a final draft to be mailed to the GHSLA membership. This mailing was accomplished in early January. The Committee encourages every member to carefully read and consider the proposed changes before the March meeting. We suggest that you mark your comments on your copy so that you will have them at hand when this item comes up on the Business Session agenda. We look forward to a rousing discussion during this session on March 17.

If you have any questions that you wish answered previous to the meeting in Jacksonville, or if you will not be able to attend the meeting in Jacksonville and wish to express your opinion, or if you have not received your copy of these proposed changes, please contact:

Suzaan Wright, Librarian
Georgia Baptist School of Nursing
(Box 411) 300 Boulevard, NE
Atlanta, GA 30312
Phone: (404) 653-4000, extension 2136

Suzaan Wright

GHSLA COMMITTEE REPORTS

Resource Sharing Planning Committee Report

"Would you like to have a member of the Georgia Health Sciences Library Association contact you to provide you with further information on interlibrary loan or other library services?"

That's the last question on the survey recently conducted by the GHSLA Resource Sharing Planning Committee. (Did you return yours by the December 31 deadline?) The Committee created the document delivery survey to assess the extent of Region 2 union list participation, use of DOCLINE and other related activities and needs in health sciences libraries in Georgia. The survey, mailed in December to approximately 360 institutions, including brochures donated by the Region 2 RMLS and Majors. Kim McInnis and staff of the Mercer Medical School Library handled the considerable job of preparing and mailing the questionnaires.

Approximately 100 surveys have been returned. The Medical Association of Georgia's Committee on Continuing Medical Education and Majors Scientific Books, Inc. lent support to help increase survey response rate. The Chairman of the MAG Committee on CME, Dr. George Shannon, wrote a cover letter. In it he reminded administrators of physician's reliance on librarians and libraries and encouraged recipients to complete and return the questionnaire. Majors donated *The Merck Manual* to be given away in a drawing for survey respondents.

The committee had been formed in response to a strategic planning session held at the 1986 GHSLA annual meeting. Resource sharing was one of six project areas members identified. Last June the Executive Committee made the decision to create the Resource Sharing Planning Committee and Kim McInnis organized and convened the committee to consider its first charge: to assess the status of resource sharing among the health science libraries in Georgia.

The survey is intended to help the committee accomplish its second charge, which is to make recommendations about GHSLA's role in:

- enhancing document delivery services in state health science libraries,
- marketing document delivery services to hospital administrators,
- providing document delivery training.

Resource Sharing Planning Committee members are:

Marilyn Barry, DeKalb General Hospital, Atlanta
Opal Bartlett, The Medical Center, Columbus
Donna Flake, Memorial Medical Center, Savannah
Mike Greer, Emory Health Sciences Library, Atlanta
Kim McInnis, Mercer University Medical School,
Macon
Susan Statom, Colquitt Regional Medical Center,
Moultrie

Marilyn Barry

EMORY UNIVERSITY Health Sciences Library

By CAROL A. BURNS, *Director*

*Health Sciences Library
Emory University School of Medicine
Atlanta, Georgia 30322*

A new chapter in the history of the A. W. Calhoun Medical Library began in January, 1987. Combining its resources with those of the S. W. Foster Dental Library, the Library now serves the entire Woodruff Health Sciences Center of Emory University and has been renamed the Health Sciences Library. The nursing collection—long a part of the former medical library—continues to be a vital part of the collection and now is named the Alice Kidd Davis Nursing Collection, in memory of the parent of a School of Nursing graduate. Occupying an enlarged facility, the new Library will build upon the firm foundations of its component collections and looks forward to the arrival of the American Cancer Society Library which will merge with the Health Sciences Library later this year.

From its meager beginnings with the Atlanta Medical College in 1855, the Medical Library was officially established in 1923 with a gift from Dr. F. Phinizy Calhoun. Named after his father, Abner Well-born Calhoun, the new Library opened its doors on January 1, 1924. Additional gifts from the Calhoun family provided space for the Library. During the 1950s, the Grady Branch Library was established and the nursing collection merged with the Medical Library. Originally housed in the Emory University Hospital, the Library has moved several times—*first* to a new location in the hospital, *then* to the Woodruff Memorial Building and *finally* to the Dental School Building in the new Woodruff Biomedical Research Park.

The S. W. Foster Dental Library, the *oldest* dental library in Georgia, was founded in 1917 with the formation of the Atlanta-Southern Dental College. Starting

with a substantial gift of books and journals from Shepard W. Foster, then Dean and eventually President of the College, the Library grew to a collection of nearly 20,000 volumes by the time of its merger with the A. W. Calhoun Medical Library. The Dental College became part of Emory University in 1944 and the Library moved from its Butler Street location to the Emory campus in 1968 under the directorship of Lucy Duke.

From their earliest times, the Libraries adopted the mission of serving all health professionals throughout the Atlanta area, not only those affiliated with Emory University. In fact, since many Emory alumni continued to practice in Georgia, the Libraries often were called upon to meet their ongoing need for the health sciences literature. The Medical Library served the southeastern region first under Mildred Jordan as Regional Director of the Southern States for Medical Library Service to the Armed Forces and later under Miriam Libbey as the headquarters for the Southeastern Regional Medical Library Program. The Library continues its cooperative programs not only through participation in the Southeastern/Atlantic Regional Medical Library Service, but also through membership in the University Center in Georgia, Research Libraries Group and the Consortium of Southern Biomedical Libraries.

The Library's collections, which have grown dramatically in the past fifteen years, now number over 180,000 volumes with some 3,000 journal subscriptions. Computerized retrieval systems provide access to this growing body of literature. Initially, reference librarians conducted searches for library patrons using MEDLINE. Now, with the proliferation of personal computers,

LIBRARY PROFILE

reference librarians are training library patrons in the use of online retrieval services, including databases that contain the full text of journal articles, as well as the new CD-ROM MEDLINE products. Library users currently conduct hundreds of searches per year—in the Library or from their homes and offices.

Technological advances also have enhanced other aspects of Library operations including cataloging, interlibrary loan, acquisitions, photocopy, and communication between the Library and the Grady Branch. In addition, a media services area has grown steadily since the early 1970's and now includes a microcomputer lab as well as the more traditional audio-visual formats.

DOBIS—*Emory's integrated online library system*—is completing the picture by incorporating the card catalog, serials control, and circulation processes into one online system.

Library services, while increasingly automated, still rely on a well-trained and responsive staff. Fourteen librarians and more than thirty staff members strive to provide a high level of professional service in accessing a growing body of health-related information. Interdisciplinary programs at Emory and with other institutions in the Atlanta area have broadened the scope of the user population and have challenged the staff to provide appropriate collections and services. Other challenges lie ahead.

Like other health sciences centers, Emory must integrate the many sources of health care information—library resources, patient care and research data, instructional materials, and the like—into a meaningful system for ready access by students, researchers, and practitio-

ners. Working with Emory faculty and other health sciences libraries in the southeast, we must develop appropriate library collections for the twenty-first century and preserve existing collections. Library users require instruction in the new techniques of information retrieval, both those available in the Library and those designed for use at home or office. In addition, the new Life Sciences Building under construction to the rear of the Library, promises to place increased demands on the Health Sciences Library.

As the Emory Health Sciences Center enhances its research program and achieves a position of national prominence, the Library will continue its drive for excellence, building upon the favorable reputation earned by Myrtle Tye, Mildred Jordan, and Miriam Libbey—the Library's three former directors.

Telefax at the Medical College of Georgia's Robert B. Greenblatt Library

By DONNA TRAINOR, *Instructor and Head, Circulation*

*Medical College of Georgia Library
Augusta, Georgia 30912-0300*

The Medical College of Georgia's Robert B. Greenblatt Library installed a telefacsimile machine in its Interlibrary Loan Office the end of September 1987 and after a training period for the Interlibrary Loan staff, began offering telefacsimile service.

Telefacsimile—also called telefax and fax—is an efficient, rapid form of electronic mail by which exact replicas of documents containing both printed and illustrated materials can be sent over telephone lines. This is accomplished using digital transmission to send information from one telefax machine to a compatible telefax machine at another location—be it several yards or several thousand miles away.

The telefax we chose is a member of the Group 3 class of machines, which were developed in the mid-1980's and which transmit high resolution (200 vertical x 200 horizontal lines per inch) copies using dot matrix technology. Top transmission speed is an incredible 9600 baud. A page of documentation can be sent from a transmitting Group 3 telefax to a receiving Group 3 telefax in just 9 seconds, assuring both rapid transmission and lower costs. Our machine also communicates compatibly with the older and slower Group 2 and Group 1 machines.

The following technical features were found useful on our telefax and are recommended for consideration when evaluating machines for purchase:

- compatibility with a diverse variety of other machines
- an automatic stackfeed (Ours has 50 page capacity.)
- an activity journal which records information on transmission
- grey scale for transmission of photographs
- automatic transmit, dialing, and polling
- automatic retransmission and redialing for poor telephone line quality and/or busy numbers dialed
- sufficient memory to allow programming of destinations for transmission.

Proper management of the personnel applications of our telefacsimile program was essential for its success. The staff must move documents efficiently through all stages for the delivery to be ultimately effective. Paperwork left sitting around for a day or more before processing or transmitting contradicts the purpose of using telefax technology. We also found that training is another important aspect of the total program. Our Interlibrary Loan Office staff was not initially very receptive to the idea of implementing this new technology for document delivery. However, once they were properly trained in the use of the equipment and gained some hands-on experience, they reported that the telefax is *both* simple to use and effective. The corporation from which we purchased our equipment provided an on-site training session for our staff at no extra charge. There have been no maintenance problems since the installation of the equipment last September.

Most desks, counters, or tabletops could accommodate a telefax such as ours, which is a typical model. It is approximately the size of an electric typewriter, and weighs about 30 pounds. These machines are not portable, since they must be connected to a dedicated telephone line. They use a special type of thermal paper which feeds continuously off a roll. One must be sure to use only the proper paper, since the wrong type can cause a malfunction.

Our telefax has been used to expedite the transmission of a variety of needed information. In addition to sending journal articles, we have faxed contracts in order to meet deadlines and have sent equipment specifications and charts and graphs that cannot go by printed E-mail. Also, unofficial minutes of meetings were sent for correction before the official ones went out and meeting registrations have been sent, including instructions with maps on reaching locations and finding parking once there. Our physicians and faculty members have communicated with peers both around the United States and abroad. Anything that can be put on paper can be sent by telefax—for example, medical charts, foreign language characters, and symbols.

Telefacsimile technology could have implications for the library of the future well beyond just the rapid transmission of needed information to users. One such implication is the opportunity for individual libraries having neither the space nor the budget to build and maintain extensive journal collections to have shared

collections through the telefaxing of information. Emory uses fax to send copies of materials from the main Health Sciences Library in North East Atlanta to their Grady Hospital branch library downtown. Georgia Tech is using fax extensively both on and off campus. While formal networking between institutions involving telefacsimile has yet to develop in Georgia, several other states do have these networks at present. Early medical library pioneers include Illinois, Texas and Pennsylvania.

The Southeastern/Atlantic Regional Medical Library Services (SE/A RMLS) conducted a regionwide survey of telefax activity this past year. It has produced a directory listing health science institutions which are now engaged in telefaxing, as well as information about fax equipment, telephone numbers and policies governing its use.

The MCG fax number is (404) 721-6006. A charge of \$10.00 per item, plus 50 cents per page over 20 pages, has been established for our telefax service. Requested materials will be faxed from the Library Interlibrary Loan Office within one hour of receipt in that office. The contact person for requests and/or information about our service is Kathie Mosner, and in her absence, Donna J. Trainor; call (404) 721-3441 or GIST 331-3441.

BRIEF COMMUNICATIONS

NATIONAL LIBRARY WEEK: A Good Time to Market Your Library

By SUZAAN WRIGHT, *Librarian*

*Georgia Baptist School of Medicine
(Box 411) 300 Boulevard, NE
Atlanta, Georgia 30312*

If you do not work for a public library, chances are you do not pay much attention to National Library Week. Regardless of the type or size library in which you work, National Library Week is a time to raise peoples' awareness of our existence and of all the things we do, or can do, for them. It is a time to celebrate our profession or vocation.

This year National Library Week is April 17 through 23. Now is the time to begin plan for it. The celebration does not have to be elaborate, expensive, or time-consuming. You can gear the celebration to your time, resources, and staff restraints. Making others aware of National Library Week may consist of something as simple as handing out bookmarks or something as complex as conducting a week-long series of programs. There are many options and a great range of activities between these two poles. Some ideas are:

- Sponsoring a contest, such as
 - A history quiz of your organization—the entry with the most correct answers wins
 - A treasure hunt where one clue is given each day. The clues lead to a specific book or title—whoever brings you that specific title first, wins.
- Asking your vendor representatives to donate books, etc. to give away as door prizes—anyone coming into the library automatically receives a ticket for the drawings
- Hosting an Open House.
- Inviting Book Jobbers, Product Representatives, etc. for a day of displaying their wares.
- Holding a uniform fashion show in cooperation with a local uniform shop.
- Showing old silent movies all day.
- Hosting a series of lectures given by resource people in your organization—there are all types of experts at your fingertips.
- Setting up displays—some possibilities are:
 - Anyone from your organization who has been published—or have a "Meet the Author" session—or both
 - History of some special area with books and journals about the subject (remember all those experts at your fingertips)
 - How to find materials in your Library
 - The services offered in your Library

-What the new technology is and/or how it is helping the health professions

• Hosting or giving mini-workshops on relevant topics (don't forget all those experts again):

- Time management
- Setting up an exercise program
- Computers at home or the office
- End-User Searching
- Stress Management
- Burn-out
- Impaired health professionals

The list can go on and on for the types of activities and topics. Not only do you have a tremendous "in-house" collection of experts, but you will be amazed at the number of organizations and companies which are willing to help you with programs and activities for free! Some computer stores have educational coordinators on staff who are paid to give free demonstrations of computers and software. The Forestry Department lends Smokey the Bear costumes free to legitimate organizations for events. The County Extension Service has a staff who go out into the community to give talks, workshops, and demonstrations for free. Local universities, community colleges, technical schools, etc. are a great source of energy and resources. A cosmetology school can do beauty tips and make-overs. They can demonstrate hair styles for female and male personnel to flatter them, but keep their hair out of patients way, or to give them a more "professional" look. Your options are only limited by your imagination and stamina.

After considering all that you have to do to create a successful program [see page 16], you may say, "Forget it, just give me some of those bookmarks to pass out." If that is the case, here are two addresses to write for catalogs of bookmarks and other library paraphernalia:

ALA Graphics Catalog	Product Catalog
Public Information Office	UPSTART
American Library Association	Box 889
50 East Huron Street	Hagerstown, MD 21741
Chicago, IL 60611	1-800-448-4887
1-800-545-2455	

BRIEF COMMUNICATIONS

The American Library Association offers posters, banners, bookmarks, balloons, and a library publicity book. Every year the catalog items center around a theme for National Library Week chosen by the Association. They also have a series of celebrity posters promoting the library. New faces are added to the series each year. Such celebrities as George Burns, Michael J. Fox, Oprah Winfrey, Goldie Hawn, Bill Cosby, Paul Newman, Mikhail Baryshnikov and Bette Midler have participated. ALA also has other poster series, a PR primer, clip art books, a stuffed Garfield wearing a "Library Cat" t-shirt, lapel pins, and even a wrist watch available through their catalog.

The American Library Association also produces a catalog listing all the books published by ALA. Included are several titles on promoting libraries and ideas for specific programs and activities. Order the *ALA Publication Checklist 1988* by Ruth Ann Jones and Emily Melton (0-8389-7177-6) from ALA Publishing Services at the address given above. There is a charge of \$3.00 for this publications catalog, but it is your key to a wealth of information. In the 1987 edition there were 50 entries under the heading "Public Relations." The UPSTART Catalog offers a broad range of bookmarks and posters, mobiles, bulletin board materials, mugs, tote bags, pins, balloons, rubber stamps, note pads, note cards, and a terrific selection of t-shirts and sweat shirts. A lot of their materials are aimed at children's librarians, but there is plenty that can be used for adult patrons also.

Ideas for programs and activities can be gleaned from any source. Don't be afraid to use your own ideas, or to adapt other people's to fit your situation. I would like to challenge each of you to do something to promote and celebrate National Library Week during 1988. Whether it is simply to pass out bookmarks or to plan, coordinate and produce a week long extravaganza, I challenge you to do it. If you need ideas, how-to tips, sources, encouragement, or just good old moral support, I would be delighted to help. Also, I would love to hear about your ideas, your successes, or not-so successes. Put on those thinking caps, rev up those organizational skills and start planning NOW!

A brief bibliography on public relations and programming:

- Baeckler, Virginia. Sparkle: PR for Library Staff. 1980. Sources.
- Baeckler, Virginia and Larson, Linda. Go, Pep, and Pop: Two Hundred Fifty Tested Ideas for Lively Libraries. 1976. The UNABASHED Librarian.
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- Barber, Peggy (editor). 68 Great Ideas: The Library Awareness Handbook. 1982. American Library Association.
- Chase, William D. and Chase, Helen M. Chase's Annual Events: Special Days, Weeks, and Months in [year]. Contemporary Books. [annual publication]
- Dance, James C. Public Relations for the Smaller Library. 1979. American Library Association.
- Eastman, Ann H. and Parent, Roger. Great Library Promotion Ideas: JCD Library Public Relations Award Winners and Notables 1984. 1985. American Library Association.
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- Fadden, Don and Hanson, Vicki. Public Relations Handbook. 1984. American Library Association.
- Kohn, Rita and Tepper, Krysta. You Can Do It: a PR Skills Manual for Librarians. 1981. Scarecrow.
- Leerburger, Benedict A. Marketing the Library. 1982. Knowledge Industries.
- Liebold, Louise C. Fireworks, Brass Bands, and Elephants: Promotional Events with Flair for Libraries and Other Nonprofit Organizations. 1986. ORYX Press.
- Moran, Irene (compiler). Prepare! The Library Public Relations Recipe Book. 1978. LAMA/American Library Association.
- O'Donnell, Peggy and Read, Patsy. Planning Library Programs. 1980. PLA/American Library Association.

Also, journal articles on programming abound in the professional literature.

Suggestions for a Successful Library Promotion Program

By SUZAAN WRIGHT, *Librarian*

*Georgia Baptist School of Medicine
(Box 411) 300 Boulevard, NE
Atlanta, Georgia 30312*

There are a few things to remember when trying to organize and conduct promotional programs and activities:

- If you are contacting someone to help you with a program or activity, have a clear idea of what you want them to do. You cannot ask them to do something if you do not know what it is.
- Let your fingers do the walking. Use the *Yellow Pages* to locate companies and businesses that will help you. Don't get discouraged, it may take 30 one-minute phone calls before you find that company.
- ALWAYS ask during the phone conversation if there will be a charge for helping with or conducting the program! Do not get to the end and find that you are expected to pay for the services—ask up front! If you find one someone charges first, keep calling, you may find someone who does not.
- Always follow-up your phone conversation—when they have agreed to help—with a letter specifying the date, time, and the specific activity you have envisioned. If they wish to adapt or make suggestions for changes, include in the letter a date by which they should contact you for discussion of those proposed changes. The letter should contain ALL of the pertinent data that the person will need.
- Do not forget the fine details. It is the little things that can make the difference between a mediocre program and a terrific program. You have to plan in advance things like:

1. Parking for guest speakers & who will pay for their parking. It is always best if the Library can pay expenses incurred, especially if they are not charging you.

2. Meals. If the guest speakers are at the program through lunch, try to arrange for lunch to be brought to them, again, at the Library's expense if at all possible.

3. Assistance with equipment. If it is necessary for the resource person to bring a lot of heavy or bulky items to the program, how will they get them from the car to the Library? Can someone help them?

4. AV equipment. Will they need it? If so, where will it be located, where will it plug in? Can the room be darkened enough for viewing a screen? Where will the screen be located? ALWAYS double-check that the equipment works BEFORE the program starts and have a back-up plan if it fails during the program. ALWAYS have extra bulbs, etc. and be sure you know how to install them!

5. The seating. Is it arranged for optimum visibility? Where will the person conducting the program stand?

- Publicize, publicize, publicize! Even if it's photocopied fliers. If you don't let people know, they can't attend. Talk about it to everyone you see. Don't miss any opportunity to advertise what you are doing.

These are just a few considerations which you must think of and plan for in advance. One way to help think of the little details is to mentally visualize the program. Walk through it in your mind step-by-step. Stop and ask yourself how this is going to happen, or how that will work as you visualize. As you think of what still needs to be done, write it down so you won't forget.

When it is all over and it was a great success, don't forget to write everyone who helped you—even with the small things—a thank-you note. If someone did an outstanding job, also write their supervisor a letter of appreciation for their help. If they do not feel you appreciated their time, people will not be willing to help next time.

CONSORTIA REPORTS

Georgia Interactive Network for Medical Information (GaIN) News

—Current enrollment includes more than 450 physicians, students and other health care professionals.

—Four new institutional members have joined GaIN in the last six months, including one hospital in Alabama:

Phenix Park Hospital, Phenix City, Alabama
Houston Medical Center, Warner-Robins, Georgia
Mercer University Southern School of Pharmacy,
Atlanta, Georgia

Woodridge Hospital, Clayton, Georgia

—GaIN recently exhibited at the Georgia Hospital Association.

—GaIN librarians met in Macon on February 1, 1988 for their regular business meeting and to test the new GaIN interlibrary loan module.

Jocelyn Rankin

Atlanta Health Sciences Library Consortium Update

The Atlanta Health Sciences Library Consortium has grown. It has become large enough that it has formed several committees and clubs. There is a Newcomers Committee, an Education Committee, a Collection Development Committee, and a Journal Club. The Education Committee and the Collection Development Committee have been working on some special projects.

AHSLC Education Committee—has been evaluating microcomputer-based Integrated Library Systems. The goal is for several members of the consortium to decide upon the same package for integrating their libraries. Benefits of using a common system include but are not limited to:

- Improved ability to negotiate price with vendors
- Ability to share catalog information and
- Formation of a local user support group.

Some systems that the Education Committee has looked at include—SYDNEY, THE ASSISTANT, MANDARIN, and DATA-TREK. Another system that the group will be looking at in the near future is COLUMBIA LIBRARY SYSTEM. Several members of the Committee attended a course on Integrated Library Systems held during the Law Libraries National Meeting in Atlanta on Monday, June 27. For information about information gained at the course, please contact Marilyn Barry, AHSLC Education Committee Chair, at DeKalb General Hospital.

AHSLC Collection Development Committee—This new committee is just starting to evaluate the joint holdings of the AHSLC members. The purpose of the committee is to help AHSLC strengthen its holdings by maximizing the use of its members financial resources. For more information about this project, please contact Bill McNeely. Bill has recently been promoted to Director of Collection Development at the William Russell Pullen Library at Georgia State University.

Alice DeVierno

AHSLC Special Report

Over the past few months, several members of the Atlanta Health Science Libraries Consortium have been gathering information on microcomputer-based Integrated Library Systems (or ILS—as they will be referred to from this point on). Our goal is to evaluate ILS that have the features needed by each individual library and are within our agreed upon price range. We hope to buy the same ILS to facilitate networking later, to support each other, and to reduce costs of purchasing and training.

The Consortium group has seen demonstrations of SYDNEY, MANDARIN from Media Flex, and THE ASSISTANT from Library Automation Products. Each demo is set up for a 2-3 hour period. Most of the customer representatives are able to leave the demonstration disks, or ship them before or after their presentations. We are currently arranging for a presentation of the COLUMBIA LIBRARY SYSTEM, formerly called OCELOT.

There are many aspects to review and fully understand in each ILS. Some are basic, like the length of time the product has been on the market. SYDNEY and COLUMBIA LIBRARY SYSTEM are the oldest micro-based ILS. There are more users of these two ILS to poll and there has been more time for these companies to enhance their original products. Some ILS are still developing their modules. For instance, MANDARIN's serials module is set for distribution in April, 1988.

(continued on page 18)

AHSLC Special Report

(continued from page 17)

Some of the features that need to be evaluated in each ILS:

- Interface with Marcive, OCLC, & other bibliographic data bases
- Interface with subscription agents & book jobbers
- Availability & ease of reports & statistics (e.g., Are reporting mechanisms built within each module or sold as a separate module?)
- Retrospective conversion
- Speed of data input & manipulation
- Bar coding choices
- Network capabilities—both local area networks & remote access
- Group discount package
- Costs & time of training
- Type & cost of ongoing customer support
- Arrangements & cost for maintenance & software enhancements.

Some ILS are being demonstrated at professional library meetings. Mandarin can be seen at the joint FHSLA/GHSLA meeting in Jacksonville in March. Some of our group will be attending a session in ILS at the American Association of Law Libraries in Atlanta in June. We are interested in other small to medium size libraries who are considering or have already purchased and used ILS. Please contact:

Gail Waverchak, Health Sciences Librarian
St. Joseph's Hospital
5665 Peachtree Dunwoody Rd. NE
Atlanta, GA 30342
(404)851-7040

or

Suzaan Wright, Librarian
Georgia Baptist School of Nursing
(Box 411) 300 Boulevard NE
Atlanta, GA 30312
(404)653-4000 ext. 2136

We will be sharing our experience and decision in a later *GHSLA UPDATE*.

Gail Waverchak & Suzaan Wright

POSITION AVAILABLE

Librarian

The American Cancer Society is seeking interested and qualified applicants for the position of librarian. None of the existing library staff intend to move to Atlanta when the Society moves its headquarters there later this year. Although the Society's Collections will be merged with the Emory Health Sciences Library, the Society needs an experienced librarian who can provide customized reference services. In order that the new librarian be involved in transition planning and implementation, the Society would like to complete the recruitment process this Spring.

A new job description is currently under development. Qualifications will include: experience as a health sciences librarian, experience searching many of the databases available through BRS, experience with the cancer literature, and a strong interest in cancer research. The salary is negotiable starting at \$32,000, depending upon qualifications.

This position will be filled as soon as possible, so early application is necessary in order to receive consideration. If you are interested, please contact Carol Burns, Health Sciences Library, Emory University, Atlanta, GA 30322 (404/727-5820).

POSITION AVAILABLE

Library Director

Library Director needed to organize and direct the library program for Central State Hospital, Milledgeville, Georgia. The program, which includes a Medical Library, Mental Health/Mental Retardation Library, and Residents' Library, serves approximately 1,800 patients/residents and over 3,600 employees. We're located in Middle Georgia, convenient to mountains and beaches and immediately accessible to Lake Sinclair which offers excellent recreational facilities. State Service provides excellent benefits. Salary range: \$23,670-\$31,942 annually. Qualifications: Two years administrative experience in a comprehensive library program and eligibility for Librarian's Professional Graduate Certificate issued by the State Board for the Certification of Librarians. Contact: Personnel Office, Central State Hospital, Milledgeville, GA 31062-9989, phone 912/453-4094. Applications accepted continuously until suitable applicant located. AA/EOE.

Q's & A's

Q. Has anyone used a *Library Design Consultant* in a library building or renovation project? How did you select one? What problems did you have in working with a consultant? Are you pleased with the end result? Would you hire that consultant again? (Atlanta)

A. The question of using a Library Design Consultant in building or renovation project was asked. I have used and have served as a "Design Consultant" many times and have the following thoughts to offer to your questions.

Most large library buildings or renovations absolutely need assistance, as do modest-sized libraries planning for new technology, and such consultants are welcomed by architects as much as library staff. They can offer general considerations (at the earliest planning stages), help foster an early-idea planning session, respond to your ideas (as the project progresses), and offer an overall check on details (at the end of the project).

The obvious questions for consultants concern space needs and layout for various services, offices, user functions and collections, including flexibility and future planning. There are other considerations that can and should be addressed, such as public access, electrical needs, lighting requirements specific to library users, communications and data lines necessary, equipment purchase (furniture, AV and computer equipment), security, etc.

How to select a consultant? Use someone you know who has successfully consulted others or who has completed his/her own building or renovation project. Use someone who understands the medical setting and new information technology. Can you work well with the individual—even on the phone when first inquiring? You don't want someone who cannot work well with people (you, library staff, the architects, your administration) or who doesn't have continued interest and won't be available by phone for between visits, quick questions (these don't come at appropriate times), etc.

What are some of the potential problems you might encounter in working with a consultant?

- People interaction problems as mentioned above,
- Untimely visits and turnaround time of reports,
- Interest in only one or two aspects of the job but not others (or not qualified for others),
- Not health sciences oriented,
- Doesn't command respect of architects or administration,
- Knows everything but doesn't relate to you,
- Is not capable of seeing future developments.

Personally, I have been pleased with the results of using design consultants on the several occasions I have done so. I believe this has also been true when I have served as such.

Thomas G. Basler, Director of Libraries, Medical College of

Georgia, Augusta, GA 30912-0300 (404-721-2856; GIST 331-2856)

Q. How do libraries which have automated their circulation procedures indicate the due date in their books? (Atlanta)

A. The MCG Library needed a means to indicate the date due on our circulating materials when we implemented MERLIN (our automated library system) in October 1986. The method we chose is a hand-held labeler which affixes date due labels to the materials in the same manner that prices are affixed to merchandise in a grocery store. The labels have a red pre-printed "Date Due" across their center. The labeler prints alpha characters for library identification on the line above the date due message, and numerical characters for the due date on the line below that message. The labels are small enough to fit on all our circulating materials yet large enough to be clearly visible.

They are self-adhesive and can be affixed either directly to the circulating materials or to transparent, pressure sensitive panels easily installed on either the interior or exterior of the material. Labels can be applied one on top of another, and are easily removed when a buildup accumulates. The labeler itself is lightweight plastic and is easily loaded with labels. By turning an indexing knob one sets the desired date to be stamped. We use three of these labelers to accommodate our three different circulating periods for our materials. This system has worked well for our books, both bound and unbound journals, and AV materials like boxed cassette tapes and slides. We ordered our system through a major library supplier catalog. Anyone interested in further information is welcome to call.

Donna Trainor, Head of Circulation, Medical College of Georgia, Augusta, GA 30912-0300 (404-721-3441; GIST 331-3441).

Q. I am the only staff in a hospital library. How do I make the best use of volunteers? For what tasks are they best suited? (Augusta)

Responses to previous questions welcomed also.

GHSLA UPDATE "Qs & As" welcome your questions and answers (typed preferably). They may be edited for space. Please include your name, address, and position. Write Gail Anderson or Linda Flavin, Medical College of Georgia Library, Augusta, GA 30912-0300 or use Ontyme code MCGA to respond via E-mail.

1988 GHSLA MEMBERS

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Henry General Hospital (Jeanette Blalock)

Houston Medical Center (Brenda Sorrow)
Life Chiropractic College (Nell Williams)
Majors Scientific Books (Ken Robichaux)
Medical Center of Central Georgia (Margheries Matrigrano)
Morehouse Multimedia Center (Beverly Allen)
Piedmont Hospital (Alice DeVierno)
Rockdale Hospital
Veterans Administration Dublin
Woodruff Health Sciences Library Northside Hospital
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