ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM
Applicant/Member Survey

Institution name: Cobb General Hospital
Library name: Virgil L. Curry Memorial Library
Address: 3950 Austell Rd. S.W.
Austell, Georgia 30091
Phone: 944 - 5015

Describe the institution which this library serves

1. Parent institution or corporate affiliation: Cobb General Hospital

2. Check all appropriate institutional objectives:
   - Care of short-term medical/surgical patient
   - Care of chronically ill
   - Care of special patient (specify) Cancer
   - Infectious Diseases
   - Internal Medicine
   - Pediatrics
   - Surgical - Outpatient
   - O.B. Gyn.
   - Education
   - Research
   - Other (specify) ________________________________

3. List the principal fields or disciplines which comprise the total institution (medical specialties, departments or divisions, educational degree programs, or other focal points)

4. What is the total number of employees? 900
   Medical Staff? 250
   Students? 0

5. What is the licensed number of patient beds (if applicable)? 333

6. What accreditation body evaluates this institution? JCAH

Date of last visit: NOV - 1985
List comments made about library.

Describe the library's relationship to the institution

1. What division or department governs the library? Personnel

2. When was the library established? 1970
DEScribe THE LIBRARY COLLECTION AND RESOURCES

1. Check the appropriate budget range for library resources only (exclude personnel, operating supplies, capital expenses):
   - Under $5,000
   - $5,000-$10,000
   - $11,000-$20,000
   - $21,000-$30,000
   - $31,000-$40,000
   - $41,000-$50,000
   - Over $50,000

2. How many books are there in the collection? 76
   What percentage of these were published in the last five years? ___
   Is the book collection cataloged? yes
   How is this accomplished? microfiche
   What classification scheme is used? N.L.M.
   What percentage of titles may be borrowed by library patrons? 70%

3. How many journal titles are in the collection? 500
   How many current subscriptions does the library carry? 52
   Are journals ordered through a subscription agency? yes
   If yes, which one? Majors
   For how many years does the library retain most titles? 6
   How many titles are bound? 10
   Are journals ordered through a subscription agency? yes

4. List literature indexes currently subscribed to by the library (e.g. Index Medicus, Social Science Index, Biological Abstracts, etc.)
   - Index Medicus
   - Hospital Literature Index
   - Cumulative Index Medicus
   - Cumulative Index Nursing and Allied Health
   List computerized bibliographic data bases which are available in the library.

5. Are audio-visual materials included in the library collection? yes
   If yes, how many?
   What formats (slides, films, etc.)
   What AV equipment is available for in-library use? VCR, TV

6. List library functions which are automated, indicating types of hardware and software or subscription services employed.
   - Medical, National Library of Science will be available Fall 1986

7. List other collections/libraries available within the institution.
   NO/NE

8. List other health science library collections available for your use.

9. List cooperative library network affiliations.
6. How many linear feet of shelving are there? 223

7. What is the source of library funding? (Check all that apply)
   - Institution budget
   - Patron fees
   - Gifts
   - Grant
   - Other

DESCRIBE THE LIBRARY'S MANAGEMENT STRUCTURE

1. Is there a library committee? Yes
   - What departments, specialties, etc. are represented in the committee membership? Education, Nursing, Personnel, Medical Staff.
   - What is the committee's role?

2. Who is responsible for the selection of library materials? Library Committee, Librarian, Physician Coordinator
   - Who selects the library manager? Personnel, Assistant Administrator
   - What non-library responsibilities does he/she have? Physician Referral Services
   - How many hours per week are devoted to library duties? 20 Hours

3. What is the library manager's job title? Physician Coordinator
   - Who selects the library manager? Personnel, Assistant Administrator
   - What non-library responsibilities does he/she have? Physician Referral Services
   - How many hours per week are devoted to library duties? 20 Hours

4. Describe his/her educational background and library-related work experience. High School - 2yr College
   - Describe his/her educational background and library-related work experience. Hospital employee 12 yrs.

   - List continuing education courses taken in the last three years.
     - Library Management

4. List other library staff and full-time equivalent (FTE) hours worked: None
   - Professional (MLS): number___;FTE___
   - Volunteer: number___;FTE___
   - Non-professional assistant: number___;FTE___
   - Other: number___;FTE___
   - Student assistant: number___;FTE___

DESCRIBE THE LIBRARY'S PATRON POPULATION

1. Who currently uses the library? (e.g. students, physicians, faculty, research staff, etc.)
   - Physicians, Infection Control Nurse, Students, Nursing

2. Which of these patron groups utilize the library the most?
   - Physicians

3. List other potential users.
   - All employees of the Hospital - Nursing mostly

4. Is your full range of library services offered to all patrons? Specify exceptions, if any.
   - Yes
**DESCRIBE THE LIBRARY SERVICES**

1. **When is the Library open?**
   - Monday - Friday 8:30 Am to 5 P.M.
   - Early Morning 8:30 - 1:30
   - Afternoon 2 - 4 P.M.

2. When is the Library staffed?
   - Early Morning 8:30 - 1:30
   - Afternoon 2 - 4 P.M.

3. **Who has access to the Library after hours?**
   - Physicians - Nursing Supervisors

4. **Will the Library request reference assistance from an outside source if internal resources are inadequate?**
   - Yes
   - If yes, what libraries or information sources do you contact?
   - Emory University

5. **Check below, in Column A, those services which are provided by the Library (whether or not patrons have requested them)**

   **In Column B: the number of times each service is rendered, on the average, in one month**

<table>
<thead>
<tr>
<th>A</th>
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<tbody>
<tr>
<td>/</td>
<td>10 Getting materials from shelf for patron</td>
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<td>3 Reference assistance</td>
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<td>3 Literature search assistance (by hand)</td>
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<td>5 Computerized literature searches</td>
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<td>5 Patron self-service photocopies</td>
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<td>5 Photocopy service</td>
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<td>3-5 Interlibrary loan service</td>
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<td>3 Reference citation verification</td>
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<td>1 Orientation lectures/tours</td>
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<td>3 Order processing for departments</td>
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<td>3 Personal book orders</td>
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6. **SURVEY COMPLETED BY**

   - **Name:** Ellen Lewis
   - **Title:** Medical Librarian
   - **Date:** 8-4-84
1. Institution name: Henry General Hospital
   Library name: Medical Library
   Address: 1133 Hudson Bridge Road
            Stockbridge, Georgia 30281
   Phone: 404-389-2374

2. Parent institution or corporate affiliation: N/A

3. Check all appropriate institutional objectives:
   - [x] Care of the short term medical/surgical patient
   - [ ] Care of the chronically ill
   - [ ] Care of a special type of patient
   - [ ] Education
   - [ ] Research
   - [ ] Other (specify)

4. What is the licensed number of patient beds (if relevant)? 104
   What is the average percentage rate of occupancy? 75%
   has applied for 60 more beds

5. Name the major administrative divisions and/or departments.
   see attached administration chart

6. List the type and number of professionals on staff:
   - 1 MD
   - 1 DO
   - ___ PhD
   - ___ RN
   - ___ LPN
   - ___ Residents
   - ___ Med students
   - 2 Educators
   - ___ Pharmacists
   - ___ Dietitians
   - ___ Physical therapists
   - ___ Respiratory therapists
   - ___ Medical technicians
   - ___ Radiologic technicians
   - ___ Other
   - ___ Other
   - ___ Other
7. List the residency training programs and the number of residents in each:

0

8. List the formal educational programs or student rotations and number of students in each:

- Clayton Jr. College LPN's
- Henry County High School Health Occupation (career explorations)
- Diet interns, PR (summer rotation)

9. Does the institution currently have an organized library? **Yes** (1 1/2 yrs. old.)
   If yes, where does the library stand in the institution's hierarchy?
   (e.g. library is part of Education Department in Staff Services Division).
   Reports to Medical Records

10. Is there a library committee? **Yes**
    What departments, specialties, etc. are represented in the committee membership?
    - Medicine;
    - Surgery;
    - Family practice;
    - Administration
    - Nursing/in-service education;
    - Medical records
    What has been the committee's role?
    Approve book purchases, procedure manual

11. Who selects the library manager? **N/A** Probably would be Medical Records
    What is the job title of the library manager? **Director of Medical Records**
    What other non-library responsibilities does this person have? **Supervision of Medical Records**
    How many hours/week are devoted to library duties? **2.5 hours**
    What is his/her educational background? **Associate Degree in medical records**
    What continuing education opportunities have been available?
    Telenet: on small library
    SEA CE mg. small library

List professional affiliations: **GHSIA (institutional membership)**
Southeastern Hospital Association (institutional membership)
12. List library support staff and FTE (full-time equivalent) hours worked:
   Professional: _______ number of staff; _______ FTE
   Technical: _______ " " " _______ "
   Student: _______ " " " _______ "
   Volunteer: _______ " " " _______ "

13. Does the library manager prepare an annual report? _______ yes

14. Tentative working budget, became line item budget in 1985
   Check the appropriate budget range for library materials only:
   _______ Under $5,000 _______ $21,000-$30,000
   _______ $6,000-$10,000 _______ $31,000-$40,000
   _______ $11,000-$15,000 _______ $41,000-$50,000
   _______ $16,000-$20,000 _______ Over $50,000

15. What is the source of library funds?
   25% Institution budget _______ Gifts
   75% Patron fees _______ Other _______ Grant from National Library
   (physicians assessed $25.00 per year after initial $100.00 assessment.)

16. Where is the library located? _______ Next to Medical Records, between
   Emergency Room and physicians' entrance
   How many square feet does it occupy? _______ 6 (lounge furniture entirely)
   How many patron seats are available? _______ 45
   How many linear feet of shelving are there? _______

17. How many books are in the collection? _______ 51 (all new, selected from
   basic list for small medical libraries)
   What percentage of these books have a publication date within the last five years? _______ all,
   six to ten years? _______, eleven to twenty years? _______,
   more than twenty years? _______.

18. How many magazine titles are in the collection? _______ 28
   How many current magazine subscriptions does the library carry? _______ 28
   Are magazines ordered through a subscription agency? _______ yes: Majors
   For how many years does the library retain most titles? _______ 5
   How many titles are bound? _______ 0; microfilmed? _______ 0

19. List magazine indexes available in the library:
   Cumulative Index to Nursing and Allied Health Literature
   Abridged Index Medicus
20. What forms of audio-visual materials are included in the library collection?  

   In-service education handles audiovisuals  
   How many A-V items are in the collection? 0  
   What A-V equipment is available for in-library use? VRC, slide projector, audio-tape player available from in-service.

21. Who is responsible for selection of library materials? Library committee  

   (Uses core list and surveys departments for title recommendations.)

22. List other collections/libraries available within the institution.  

   Nursing, in-service  
   List other local health science library collections available for your use.  
   Clayton General Hospital (25 minutes away)  
   Clayton Jr. College (25 minutes away)

23. List cooperative network affiliations.  

   0

24. When is the library open?  

   The library is never locked.
   When is the library staffed? M-F 8:00 a.m.-4:30 p.m. (by Medical Records)
   Who has access to the library after hours?

25. Check who may: 

   use the library    borrow materials

   Professional staff    x
   Medical staff        x
   Nursing staff        x
   Students             x
   Public               x (under supervision; not generally open to the public)
   Other

26. Check all services provided by the library:

   Preparation of bibliographies
   Literature search assistance  x
   Verification of bibliographies
   Editorial assistance
   Orientation lectures
   Journal routing
   Scheduling audiovisuals, etc.
   Getting materials from shelf for patron  x
   Patient library services
   Photocopy  x
   Department book orders
   Physician (personal) book orders
   Accept gifts
   Prepare exhibits
   Prepare "new book" list
   Maintain bulletin board
   Maintain archives
   Document delivery
   Paging house staff
28. Can the library provide a photocopy upon patron request? _x_
   If yes, for whom is this service available? 
   Physician and house staff
   If no, is there a photocopy machine available in the institution for patron use? _____

29. If an item is not available in the library collection, will the library request photocopies or loans from other libraries? _x_
   If yes, for whom is this service available? Physician, house staff
   Who do you contact? Consultant - obtains materials from Emory Univ.
   How many items have been requested during the last fiscal/calendar year? School of Medicine Library.

30. Is computerized search service available? Not on site
   How many searches were performed in the past fiscal/calendar year? Planned when library relocates into new quarters at the end of 1986.

31. Will the library request reference assistance from an outside source if internal library resources are inadequate? _yes_
   If yes, what libraries or information sources do you turn to? Emory Univ. School of Medicine

32. If known, list below the service statistics for services rendered in each category during an average month: No formal statistics instituted yet.
   PHYS RES NURS ALNY ADM FAC STUDENT
   Photocopy
   Book circulation
   Document delivery
   Lit search
   AV
   Other

33. When was an accreditation visit last made to your institution? Winter 1984
   What oral/written comments were made about the library? None

SURVEY COMPLETED BY: Interview of Barbara Stewart, Director of Medical Records, Henry County Hospital by Elizabeth Jackson and Susan Sundeen
See next page for additional information:
ADDENDUM

Henry County Hospital

1. The Library is cataloged using the N.L.M. classification. MARCHIVE is utilized.

2. The Library will move into new, expanded quarters by November 1986. The planned floor plan is attached.
Legend
--- Functional Line
\-------------- Liaison
Governing Board Approval: January 16, 1984
1. Institution name: Henrietta Egleston Hospital for Children
   Library name: Medical Library
   Address: 1405 Clifton Road, NE
            Atlanta, GA 30322
   Phone: (404) 325-6348

2. Parent institution or corporate affiliation: N/A

3. Check all appropriate institutional objectives:
   - [X] Care of the short term medical/surgical patient
   - [X] Care of the chronically ill
   - [X] Care of a special type of patient
   - [X] Education
   - [X] Research
   - _______ Other (specify)

4. What is the licensed number of patient beds (if relevant)? 165
   What is the average percentage rate of occupancy? 86% 1985 YTD

5. Name the major administrative divisions and/or departments:
   Professional Services, Administrative Services, Patient Care Services,
   Human Resources, Financial Services

6. List the type and number of professionals on staff:
   400 MD
   1 DO
   _______ PhD
   369 RN
   12 LPN
   _______ Residents
   _______ Med students
   _______ Educators
   18 Pharmacists
   _______ Dietitians
   _______ Physical therapists
   _______ Respiratory therapists
   _______ Medical technicians
   _______ Radiologic technicians
   _______ Other
   _______ Other
7. List the residency training programs and the number of residents in each:

Emory University of Medicine Affiliated Hospitals Residency Training Programs:

- Pediatrics
- Anesthesia
- Radiology
- General Surgery
- ENT
- Orthopedics
- Neurosurgery
- Cardio-thoracic Surgery
- Plastic Surgery
- Neurology
- Urology

8. List the formal educational programs or student rotations and number of students in each:

- Nursing
- Dietary
- Social Services
- Chaplaincy
- Administrative
- Physical Therapy

Student enrollment figures unavailable. Varies monthly.

9. Does the institution currently have an organized library? __Yes__
If yes, where does the library stand in the institution's hierarchy?  
(e.g. library is part of Education Department in Staff Services Division).

Under Medical Records Department

10. Is there a library committee? __Yes__
What departments, specialties, etc. are represented in the committee membership?  
Medical staff, Nursing, Administration, Medical Records

What has been the committee's role?  
Selection, policy setting, evaluation

11. Who selects the library manager? __Director of Medical Records__
What is the job title of the library manager? __Medical Library Assistant__
What other non-library responsibilities does this person have? __None__

How many hours/week are devoted to library duties? __20__
What is his/her educational background? __14 hours toward MLn__
What continuing education opportunities have been available? __Medline training (Administration supportive)__

List professional affiliations: __None__
12. List library support staff and FTE (full-time equivalent) hours worked:
   Professional: __ number of staff; __ FTE
   Technical: __ " " "
   Student: __ " " "
   Volunteer: __ " " "

13. Does the library manager prepare an annual report? No

14. Check the appropriate budget range for library materials only:
   X Under $5,000
   ___ $6,000-$10,000
   ___ $11,000-$15,000
   ___ $16,000-$20,000
   ___ $21,000-$30,000
   ___ $31,000-$40,000
   ___ $41,000-$50,000
   ___ Over $50,000

15. What is the source of library funds?
   X Institution budget
   X Patron fees
   ___ Gifts
   ___ Other

16. Where is the library located? Medical Records
   How many square feet does it occupy? 2600
   How many patron seats are available? 8
   How many linear feet of shelving are there? 1340

17. How many books are in the collection? 500
   What percentage of these books have a publication date within the last five years? 35%; six to ten years? 30%; eleven to twenty years? 25%; more than twenty years? 10%.

18. How many magazine titles are in the collection? 60
   How many current magazine subscriptions does the library carry? 50
   Are magazines ordered through a subscription agency? Yes (Majors)
   For how many years does the library retain most titles? 30
   How many titles are bound? 40; microfilmed? None

19. List magazine indexes available in the library:
   Cummulated Index Medicus
   Hospital Literature Index
   CCI to Pediatrics
20. What forms of audio-visual materials are included in the library collection?
   cassette tapes, photographs
   How many A-V items are in the collection? 18
   What A-V equipment is available for in-library use? cassette player

21. Who is responsible for selection of library materials? Library Committee

22. List other collections/libraries available within the institution.
   Staff Development (nursing emphasis), Anesthesiology

23. List other local health science library collections available for your use.
   Emory Medical, VA Hospital

   Emory Medical

25. When is the library open?
   6:30am - 9:00pm M-F, 8:00am - 1:00pm Sat., 1:00 - 6:00pm Sun.
   When is the library staffed? 9:00 - 1:00pm M-F
   Who has access to the library after hours? Medical staff

26. Check who may: use the library borrow materials

   Professional staff  X  X
   Medical staff  X  X
   Nursing staff  X  X
   Students  X  X
   Public  —— ——
   Other  —— ——

27. Check all services provided by the library:
   X Preparation of bibliographies  X Department book orders
   X Literature search assistance  X Physician (personal) book orders
   X Verification of bibliographies  X Accept gifts
   X Editorial assistance  X Prepare exhibits
   X Orientation lectures  X Prepare "new book" list
   X Journal routing  X Maintain bulletin board
   X Scheduling audiovisuals, etc.  X Maintain archives
   X Getting materials from shelf for patron  X Document delivery, ILL
   X Patient library services  Pager service
   X Photocopy  —— ——
28. Can the library provide a photocopy upon patron request? Yes
   If yes, for whom is this service available? All users
   If no, is there a photocopy machine available in the institution for patron use? _______

29. If an item is not available in the library collection, will the library request photocopies or loans from other libraries? Yes
   If yes, for whom is this service available? All users
   Who do you contact? Emory Medical
   How many items have been requested during the last fiscal/calendar year? 30

30. Is computerized search service available? Yes
   To whom? All users
   How many searches were performed in the past fiscal/calendar year? 20

31. Will the library request reference assistance from an outside source if internal library resources are inadequate? Yes
   If yes, what libraries or information sources do you turn to? Emory Medical

32. If known, list below the service statistics for services rendered in each category during an average month:

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<tr>
<th>PHYS</th>
<th>RES</th>
<th>NURS</th>
<th>ALLY</th>
<th>ADM</th>
<th>FAC</th>
<th>STUDENT</th>
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<tbody>
<tr>
<td>Photocopy</td>
<td>20</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>-</td>
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<tr>
<td>Book circulation</td>
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<td>40</td>
<td>20</td>
<td>10</td>
<td>5</td>
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<td>Other</td>
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33. When was an accreditation visit last made to your institution? 12-85

   What oral/written comments were made about the library?
   General approval

SURVEY COMPLETED BY: Mamie J. Bell
Name
Medical Library Assistant
Title
12-23-85
Date
MEMORANDUM

March 21, 1986

TO: All Consortium Members

FROM: Elizabeth Jackson, Chairman

I have visited the Library of the State Health Planning Agency with Vice-Chairman Susan Sundeen. The application is enclosed. We recommend this library be readmitted. This will be brought up for vote at this week's meeting.
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM
Applicant/Member Survey

Institution name: State Health Planning Agency

Library name: 4 Executive Park Drive, N.E., Suite 2100

Address: Atlanta, Georgia 30329

Phone: (404) 325-8939

DESCRIBE THE INSTITUTION WHICH THIS LIBRARY SERVES

1. Parent institution or corporate affiliation: Independent state agency; director reports to Governor

2. Check all appropriate institutional objectives:
   - Care of short-term medical/surgical patient
   - Care of chronically ill
   - Care of special patient (specify)
   - Education
   - Research
   - X Other (specify): State Health Planning Agency

3. List the principle fields or disciplines which comprise the total institution (medical specialties, departments or divisions, educational degree programs, or other focal points)
   Agency has several major functions:
   - Plan development/implementation
   - Data management
   - Regulatory review
   - Administration of advisory council
   - Agency management

4. What is the total number of employees? 22
   Medical staff? __________ Students? 2

5. What is the licensed number of patient beds (if applicable)?

6. What accreditation body evaluates this institution? not applicable

   Date of last visit __________ List comments made about library.

DESCRIBE THE LIBRARY'S RELATIONSHIP TO THE INSTITUTION

1. What division or department governs the library?

2. When was the library established? July 1977

3. Where is the library located? Planning section

4. How many square feet does the library occupy? 295 sq. ft.

5. How many patron seats are available? One
6. How many linear feet of shelving are there? 232' 8"

7. What is the source of library funding? (Check all that apply)
   ___ Institution budget  ___ Patron fees  ___ Gifts  ___ Grant  X Other Part of overall agency funds (state and federal funding)

DESCRIBE THE LIBRARY'S MANAGEMENT STRUCTURE

1. Is there a library committee? No

   What departments, specialties, etc. are represented in the committee membership?

   What is the committee's role?

2. Who is responsible for the selection of library materials? Division director: via staff, with approval from Budget officer

3. What is the library manager's job title? Librarian

   Who selects the library manager? Karen Butler, Head of Planning

   What non-library responsibilities does he/she have? None

   How many hours per week are devoted to library duties? 20 hrs. per wk.

Describe his/her educational background and library-related work experience. M.L.S., Library Science, The University of Michigan; worked as children's librarian in Michigan for 3 years; library technician at Centers for Disease Control for 3 years; currently librarian at Doctors Hospital

List current library-related professional affiliations (personal and/or institutional): At Doctors Hospital—member of Atlanta Health Science Libraries Consortium; also member of Georgia Health Sciences Association through Doctors Hospital

4. List other library staff and full-time equivalent (FTE) hours worked:

   Professional (M.L.S.): number___; FTE___
   Volunteer: number___; FTE___
   Non-professional assistant: number___; FTE___
   Other: number___; FTE___
   Student assistant: number___; FTE___

DESCRIBE THE LIBRARY'S PATRON POPULATION

1. Who currently uses the library? (e.g. students, physicians, faculty, research staff, etc.)

   Students, employees of State Health Planning Agency, employees of other state agencies

2. Which of these patron groups utilize the library the most?

   employees of State Health Planning Agency

3. List other potential users.

   Members of the Atlanta Health Science Libraries Consortium

4. Is your full range of library services offered to all patrons? Specify exceptions, if any.

   Yes
Describe the Library Collection and Resources

1. Check the appropriate budget range for library resources only (exclude personnel, operating supplies, capital expenses):
   - Under $5,000
   - $6,000-10,000
   - $11,000-15,000
   - $16,000-20,000
   - $21,000-30,000
   - $31,000-40,000
   - $41,000-50,000
   - $51,000-150,000
   - Over $50,000

2. How many books are there in the collection? 3,197

   What percentage of these were published in the last five years? 38%
   six to ten years? 40%

   Is the book collection cataloged? Yes

   What classification scheme is used? National Library of Medicine & some titles Library of Congress

   What percentage of titles may be borrowed by library patrons? All except reference books

3. How many journal titles are in the collection? 265

   How many current subscriptions does the library carry? 42

   Are journals ordered through a subscription agency? No

   If yes, which one?

   For how many years does the library retain most titles? No

   How many titles are bound? None

   What classification scheme is used? Microfilm, 1982 & 1983 Federal Register on microfiche

4. List literature indexes currently subscribed to by the library (e.g., Index Medicus, Social Science Index, Biological Abstracts, etc.):

   None

   List computerized bibliographic data bases which are available in the library.

   None

5. Are audio-visual materials included in the library collection? Yes

   If yes, how many? 4 groups

   What formats (slides, films, etc.)?

   15 boxes of slides, 16 videocassettes, microfiche reader, '82 & '83 Federal Register on microfiche

   What AV equipment is available for in-library use? microfiche reader

6. List library functions which are automated, indicating types of hardware and software or subscription services employed.

   None

7. List other collections/libraries available within the institution.

   None

8. List other health science library collections available for your use.

   Emory Medical Library, Georgia State University, Centers for Disease Control, Morehouse Medical School Library

9. List cooperative library network affiliations.

   None
DESCRIBE THE LIBRARY SERVICES

1. When is the library open? 8:00 a.m.-5:00 p.m.-Monday-Friday
   When is the library staffed? 9:00 a.m.-4:00 p.m., Monday and Wednesday; 9:00 a.m.-3:00 p.m., Thursday
   Who has access to the library after hours? State Health Planning Agency employees

2. Will the library request reference assistance from an outside source if internal resources are inadequate? Yes
   If yes, what libraries or information sources do you contact? Emory Medical Library, Georgia State University Library, Centers for Disease Control, Morehouse Medical School Library

3. Check below, in Column A: the number of times each service is rendered, on the average, in one month
   in Column B: those services which are provided by the library (whether or not patrons have requested them)

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SURVEY COMPLETED BY

Name: Anne Bao
Title: Librarian
Date: 2/26/86
ATLANTA HEALTH SCIENCES LIBRARIES CONSORTIUM
APPLICATION FOR MEMBERSHIP

NAME OF INSTITUTION:

NAME OF LIBRARY:

ADDRESS:

PERSON RESPONSIBLE/TITLE:

TELEPHONE NO.:

NO. OF VOLUMES: Books ______ Periodicals ______ AV ______

NO. OF PERIODICAL SUBSCRIPTIONS:

STAFF: Professional ______ Non-Professional ______

HOURS:

ORGANIZATIONAL STRUCTURE (under whose supervision is the Medical Library? ie. Medical Records, Education, Medical Director, etc.):

DESCRIBE ANNUAL FINANCIAL SUPPORT:

ANNUAL REPORT: Yes______ No______

USERS:

Return to:

You will be contacted regarding a site visit in the near future.
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

APPLICANT/ MEMBER SURVEY

Institution Name
Athens Regional Medical Center

Library Name
Medical library

Address
1199 Prince Ave.
Athens, GA 30606

Phone
(706) 354-3416

DESCRIBE THE INSTITUTION WHICH THIS LIBRARY SERVES

1. Parent institution or corporate affiliation
   Athens Regional Medical Center

2. Check all appropriate institution objectives:
   - Care of short-term medical/surgical patient
   - Care of chronically ill
   - Care of special patient (specify)
   - Education
   - Research
   - Other (specify)

3. List the principal fields or disciplines which comprise the total institution
   (medical specialties, departments or divisions, educational degree programs, or
   other focal points)
   See attached pamphlet.

4. What is the total number of employees? 1600 Medical staff? 250 Students
Athens Regional Medical Center Library Services

If You Need:
• Medline Literature Searches
• Copies of Articles
• Reference Assistance

Contact:
Pamela Davenport
ARMC Medical Librarian at
(706) 354-3416

To enter the ARMC card catalog,
Dial (706) 208-1435 or
(706) 613-9678
on your computer modem.

At the prompt,
type CATALOG
(upper case)

---

Our History

...committed to progress, committed to care, committed to you

Our commitment to quality health care goes back a long way. On February 20, 1919, Drs. R.M. Goss, A.C. Holliday, J.A. Hunnicutt and H.I. Reynolds met at the old Crawford W. Long Infirmary on the beautiful University of Georgia campus to discuss the need for a community hospital in Clarke County. The physicians decided to open a temporary, 12-bed facility in a local home while the hospital was being built. Funds for the $280,000 project were raised through "subscriptions" or shares, which were purchased by members of the community. In 1921, the 100-bed facility featuring three medical floors, two operating rooms, a delivery room and a 24-member medical staff, opened its doors to northeast Georgia.

The burden for operating the hospital by a limited number of citizens became impractical; therefore, on October 17, 1924, the citizens of Clarke County overwhelmingly approved a $200,000 bond referendum to purchase the facility. Max Michael, a local attorney, chaired the newly formed 16-member board of Trustees, which met for the first time on January 13, 1925. Miss Agnes McGinley was named Superintendent or Administrator.

On September 30, 1960, the Hospital Authority of Clarke County, with a nine-member board, assumed leadership responsibilities. Since the first cornerstone was laid more than 70 years ago, the hospital has expanded to a 295-bed, quality health care institution including an Outpatient Surgery Center and a 20-bed Substance Abuse Treatment facility. A name change from Athens General Hospital to Athens Regional Medical Center in 1986 confirmed our commitment to provide quality medical services to citizens in northeast Georgia. In 1989, the Physicians Imaging Center, a free-standing outpatient radiology facility, opened its doors to the public. Athens Regional realizes that its commitment to quality health care means recognizing the need to expand and grow.
NURSING INTERNSHIPS

Our internship program provides practical knowledge and necessary skills.

Following completion of an internship, the intern agrees to work a minimum of one year at Athens Regional. Please indicate your interest in an internship on your employment application.

Critical Care Internship
This course provides a combination of classroom, skills lab and clinical experience. The goal of the program is proficiency in the assessment, planning, implementation and evaluation of nursing care of the acutely ill or injured patient.

Medical-Surgical Internship
With an emphasis on clinical experience, the course provides a combination of classroom and clinical opportunities. Upon completion of the program, the participants will be proficient in assessing, implementing and evaluating nursing care for a variety of medical-surgical patients.

Emergency Nurse Internship
A combination of classroom theory and clinical experience prepare the participants to assess, implement and evaluate the plan of care for emergency patients. A nurse preceptorship is provided throughout the orientation process to enhance the intern's educational experience.

LICENSE
To practice nursing in the State of Georgia, you must have a current Georgia license or a current Georgia temporary permit.

Write to: Georgia Board of Nursing
160 Pryor Street S.W.
Atlanta, Georgia 30303
Or phone: (404) 656-7084
5. What is the licensed number of patient beds (if applicable)?

6. What accreditation body evaluates this institution?

Date of last visit Aug. 91

List comments made about library below.

DESCRIBE THE LIBRARY'S RELATIONSHIP TO THE INSTITUTION

1. What division or department governs the library?

2. When was the library established?

3. Where is the library located? First floor next to Drs.' lounge.

4. How many square feet does the library occupy?

5. How many patron seats are available?

6. How many linear feet of shelving are there?

7. What is the source of library funding? (Check all that apply)

   x Institution budget  Patron fees  Gifts  x Grant

   Other (specify)

DESCRIBE THE LIBRARY'S MANAGEMENT STRUCTURE

1. Is there a library committee? yes (library/CME committee)

   What departments, specialties, etc., are represented in the committee membership?

   medical staff

   What is the committee's role? To determine needs for CME and library services and collection development.

2. Who is responsible for the selection of library materials?

   librarian
OBJECTIVE: Career opportunity in Library Science.


HONORS: Delta Rho Honor Society
Regents' Scholarship

LIBRARY AND TEACHING EXPERIENCE:

July, 1989 - Present: MEDICAL LIBRARIAN, Athens Regional Medical Center; 1199 Prince Ave.; Athens, GA.

August, 1988 - July, 1989: MEDIA SPECIALIST, Chase Street Elementary School; Athens, GA.

August, 1982 - August, 1988: MEDIA SPECIALIST, Monroe Area Comprehensive High School; Monroe, GA.

August, 1978 - August, 1980: MEDIA SPECIALIST & TEACHER, Barrow County Schools; Winder, GA.

June, 1977 - August, 1978: LIBRARY ASSISTANT, University of Georgia Science Library; Athens, GA.

March - June, 1978: STUDENT TEACHER, Gaines Elementary School; Athens, GA.

February, 1977 - February, 1978: LIBRARY ASSISTANT, Athens Regional Library; Athens, GA.

June, 1975 - December, 1976: LIBRARY ASSISTANT, Georgia Southwestern College; Americus, GA.

March - August, 1975: SUMMER CHILDREN'S PROGRAM ASSISTANT, Lake Blackshear Regional Library; Americus, GA.

June, 1972 - June, 1974: BRANCH LIBRARY MANAGER, Schley County Library; Ellaville, GA. Ran branch library single-handed while still in high school.

OTHER EXPERIENCE: Includes banking, retail management and newspaper production.
NP106-Installing and managing CD Rom databases
CE201-Biotechnology Information
CE456-Advanced Online searching
Consortia officers workshop
Fundamentals of Medlars searching Modules I, II, III

20 hours of credit toward my sixth year Specialist degree in Instructional Education at UGA.
3. What is the library manager's job title? **Medical Librarian**

Who selects the library manager? **CEO**

What non-library responsibilities does he/she have? **Partners-in-Education** and **Mentoring Program co-chairmanships**.

How many hours per week are devoted to library duties? **40**

Describe his/her educational background and library-related work experience.
See attached resume'.

List continuing education courses taken in the last three years.
See attached list.

List current library-related professional affiliations (personal and/or institutional).

- Athens Area Library Consortia
- GAiN
- GHSLA
- Southern Chapter of MLA
- MLA

4. List other library staff and full-time equivalent (FTE) hours worked:

- Professional (MLS): number_;FTE_
- Volunteer: number_;FTE_
- Non-professional assistant: number_;FTE_
- Other: number_;FTE_
- Student assistant: number_;FTE_

**DESCRIBE THE LIBRARY'S PATRON POPULATION**

1. Who currently uses the library? (e.g. students, physicians, faculty, research staff, etc.) Physicians, nurses, staff, and students use the services.

2. Which of these patron groups utilize the library the most?
   - Physicians and nurses.
3. List other potential users.
   
   Staff and patients/families.

4. Is your full range of library services offered to all patrons? Specify exceptions, if any. Services are offered except direct access to the reference collection.

**DESCRIBE THE LIBRARY COLLECTION AND RESOURCES**

1. Check the appropriate budget range for library resources only (exclude personnel, operating supplies, capital expenses):
   
<table>
<thead>
<tr>
<th>Budget Range</th>
<th>Selection</th>
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<td>Under $5,000</td>
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<td>$16,000-20,000</td>
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<td>$31,000-40,000</td>
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2. How many books are there in the collection? 250
   
   What percentage of these were published in the last five years? 85%
   
   six to ten years? 10%
   
   Is the book collection cataloged? yes
   
   How is this accomplished? Through the BACS automated system.
   
   What classification scheme is used? NLM
   
   What percentage of titles may be borrowed by library patrons? 40% (nursing)

3. How many journal titles are in the collection? 110
   
   How many current subscriptions does the library carry? 106
   
   Are journals ordered through a subscription agency? yes
   
   If yes, which one? EBSCO
For how many years does the library retain most titles? 10
How many titles are bound? 75 Microfilmed?

4. List literature indexes currently subscribed to by the library (e.g. Index Medicus, Social Science Index, Biological Abstracts, etc.)

Abridged Index Medicus

List computerized bibliographic data bases which are available in the library.

Micromedex, Medline

5. Are audio-visual materials included in the library collection? no

If yes, how many?

What formats (slides, films, etc.)?

What AV equipment is available for in-library use?

6. List library functions which are automated, indicating types of hardware and software or subscription services employed.

IBM clones, Hayes modems, Wordperfect, Lotus, Bacs

7. List other collections/libraries available within the institution.

Nursing, education, rehab.

8. List other health science library collections available for your use.

UGA

9. List cooperative library network affiliations.

GAIN
DESCRIBE THE LIBRARY SERVICES

1. When is the library open? 24 hours

When is the library staffed? 8:30-4:30

Who has access to the library after hours? physicians

2. Will the library request reference assistance from an outside source if internal resources are inadequate? yes

If yes, what libraries or information sources do you contact?

Mercer, Emory, MCG

3. Check below, in Column A: those services which are provided by the library (whether or not patrons have requested them)

Check below, in Column B: the number of times each service is rendered, on the average, in one month

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<td>Accept gifts</td>
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<td>Page house staff/employees</td>
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**SURVEY COMPLETED BY**

Name  Pamela Davenport

Title  Medical librarian

Date  11/17/93
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM
MEMBERSHIP STANDARDS & RESPONSIBILITIES

PART I: Eligibility Requirements for Membership

I. Services

A. Minimum services provided should include:
   a) factual information, referral, and ready references;
   b) document delivery including interlibrary loan;
   c) photocopy facilities available to library users.

B. At least two of the following services should also be provided:
   a) Audiovisual services or coordination with the department handling
      audiovisuals;
   b) computerized bibliographic literature searching, which can be available
      from outside sources;
   c) User orientation and education.

II. Collection

Minimum collection should include:
   a) Books
      entire collection = 150+ titles
   b) Journals
      current subscriptions = 25+ titles
      journal backfile = 5+ years for institution over 5 years old
   c) Indexes
      2+ titles covering appropriate subject field(s): (Index
      Medicus, Hospital Literature Index, CINAHL, etc.)
   d) Audiovisuals
      as stated under Section IB, item a, above.
   e) Technical Services
      purchased or manual library systems for cataloging,
      acquisitions, circulation, interlibrary loan, and
      serials control.

III. Staff

The library shall have at least one part-time suitably trained library employee with
assigned library hours of no less than 15 per week. If the above-mentioned library
employee is not a professional librarian, the institution should contract with a qualified
professional librarian, preferably one who meets the standards set by the Joint
Commission on Accreditation of Health Care Organizations (JCAHO) and/or the Medical
Library Association (MLA).

IV. Facility

Whenever possible, the area designated for the professional library is reserved for that
purpose only (JCAHO Accreditation Manual, 206, PR.1.8).
July 19, 1993

Robert Williams
Director
Horace W. Sturgis Library
Kennesaw State College
PO Box 444
Marietta GA 30061

Dear Mr. Williams,

I enjoyed my visit a few months ago with David Evans, Anne Bao and you. I appreciated your spending time touring with me also. Kennesaw's library is certainly a dynamic environment.

On behalf of Atlanta Health Science Libraries Consortium (AHSCLC) representatives I want to welcome the Kennesaw State College Sturgis Library to our group. The AHSCLC voted to accept the library as a supporting member at our March meeting.

We appreciate your willingness to formally associate with our libraries to support health sciences information provision efforts. We are grateful you share an interest in achieving our goals. Kennesaw's membership will increase our ability to foster professional growth, education and communication among area health information providers, promote the value and encourage the development of health sciences libraries and facilitate resource sharing.

We look forward to Anne's participation in AHSLC activities on Kennesaw's behalf. Please call me if I can be of service in the future. Thank you again for your interest in affiliating with our group.

Sincerely,

Marilyn Barry
1993 Chairperson
Atlanta Health Science Libraries Consortium
November 5, 1993

Emma Cottrell
Library Director of Library Media Services
Chattahoochee Technical Institute
980 South Cobb Drive
Marietta GA 30060

Dear Ms. Cottrell,

I enjoyed my visit to your library a few months ago and appreciated Arlene’s orientation to your considerable resources. On behalf of Atlanta Health Science Libraries Consortium (AHSLC) representatives I want to welcome the Chattahoochee Technical Institute Library to our group. The AHSLC voted to accept the library as a supporting member at our September meeting.

We appreciate your willingness to formally associate with our libraries to support health sciences information provision efforts. We are grateful you share an interest in achieving our goals. Chattahoochee’s membership will increase our ability to foster professional growth, education and communication among area health information providers, promote the value and encourage the development of health sciences libraries and facilitate resource sharing.

We look forward to Arlene’s and your participation in AHSLC activities on Chattahoochee’s behalf. Please call me if I can be of service in the future. Thank you again for your interest in affiliating with our group.

Sincerely,

Marilyn Barry
1993 Chairperson
Atlanta Health Science Libraries Consortium
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

MEMORANDUM OF AGREEMENT

New members shall be approved for admission by a majority vote of full members at a regular meeting and upon recommendation of the executive Committee. Announcement of the request for membership must be made at a previous meeting and recorded in the minutes thereof. Full and Limited members shall agree:

a. to be governed by the Bylaws of The Atlanta Health Science Libraries Consortium (AHSLC).

b. to fulfill membership responsibilities contained in AHSLC's "Membership Standards & Responsibilities."

c. to maintain services, collection, staffing and facilities which meet standards contained in AHSLC's "Membership Standards & Responsibilities."

This agreement shall remain in effect until:

a. the institution terminates membership with 90 days written notice submitted to the consortium Executive Committee

OR

b. the Consortium determines that the institution fails to abide by terms set forth in the above memorandum

Institution

[Signature]

Library Director Signature

[Signature]

Administrator Signature

Date 1/10/94

Date 1/14/94
November 30, 1993

MEMO TO: AHSCLC Full (voting) members
FROM: Marilyn Barry
RE: Application for Full membership by Athens Regional Med Ctr

Enclosed is ARMC's application completed by Pamela Davenport. Executive Committee members will make a site visit in the next month.

A vote on membership for ARMC will be taken at January's consortium meeting. If you have questions, comments, concerns, please convey these to Mamie Bell (325-6438) by January 14.
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

APPLICANT/ MEMBER SURVEY

Institution Name GWINNETT HOSPITAL SYSTEM

Library Name MEDICAL LIBRARY

Address 1000 MEDICAL CENTER BOULEVARD

LAWRENCEVILLE, GA 30245

Phone (404) 995-4337

DESCRIBE THE INSTITUTION WHICH THIS LIBRARY SERVES

1. Parent institution or corporate affiliation GWINNETT HOSPITAL SYSTEM INC.

2. Check all appropriate institution objectives:

   XX Care of short-term medical/surgical patient

   XX Care of chronically ill JOAN GLANCY REHABILITATION CENTER

   XX Care of special patient (specify) GWINNETT WOMEN'S PAVILION

   XX Education SUMMITRIDGE PSYCHIATRIC HOSPITAL

   ___ Research

   ___ Other (specify)

3. List the principal fields or disciplines which comprise the total institution
   (medical specialties, departments or divisions, educational degree programs, or
   other focal points)

   MEDICAL SPECIALITES - MEDICINE, SURGERY, OB/GYN, PEDIATRICS, EMERGENCY
   MEDICINE, FAMILY PRACTICE, ANESTHESIA, RADIOLOGY, PATHOLOGY.

   DEPARTMENTS/DIVISIONS - NURSING, PHARMACY, REHAB. SERVICES, RESPIRATORY
   CARE, NUTRITION SERVICES, EDUCATION.

4. What is the total number of employees? 2209 Medical staff? 500 Students 0
5. What is the licensed number of patient beds (if applicable)? 390
6. What accreditation body evaluates this institution? JCAHO

Date of last visit JAN. 1992 List comments made about library below.

DESCRIBE THE LIBRARY’S RELATIONSHIP TO THE INSTITUTION

1. What division or department governs the library? EDUCATION SERVICES
2. When was the library established? 1985
3. Where is the library located? MODULAR UNIT ADJACENT TO HOSPITAL
4. How many square feet does the library occupy? 600 SQ. FEET
5. How many patron seats are available? 8
6. How many linear feet of shelving are there? 392.3 LINEAR FEET
7. What is the source of library funding? (Check all that apply)
   __ Institution budget   __ Patient fees   __ Gifts   __ Grant
   __ Other (specify)________

DESCRIBE THE LIBRARY’S MANAGEMENT STRUCTURE

1. Is there a library committee? YES

What departments, specialties, etc., are represented in the committee membership?

SEE ATTACHED LIST

What is the committee’s role? SEE ATTACHED

2. Who is responsible for the selection of library materials? CME COORDINATOR

LIBRARY CONSULTANT
CME COMMITTEE
3. What is the library manager's job title?  

**CME COORDINATOR**

Who selects the library manager?  

**DIRECTOR OF EDUCATION SERVICES**

What non-library responsibilities does he/she have?  

**CONTINUING MEDICAL EDUCATION**

How many hours per week are devoted to library duties?  

**15 HR/WK**

Describe his/her educational background and library-related work experience.  

**MASTER PREPARED RN, WORKING WITH LIBRARY CONSULTANT**

List continuing education courses taken in the three years.  

*NO SPECIFIC COURSE WORK. ATTENDED EDUCATION SESSIONS AT 1994 GHSLA MEETING.*

List current library-related professional affiliations (personal and/or institutional).  

**MEDICAL LIBRARY ASSOCIATION**

4. List other library staff and full-time equivalent (FTE) hours worked:

- **Professional (MLS):** number 1; FTE 10 HR/MONTH
- **Consultant:** number 1/24 HR/WK
- **Volunteer:** number 1/24 HR/WK
- **Non-professional assistant:** number 1/24 HR/WK
- **Other:** number 1/24 HR/WK
- **Student assistant:** number 1/24 HR/WK

**DESCRIBE THE LIBRARY'S PATRON POPULATION**

1. Who currently uses the library? (e.g. students, physicians, faculty, research staff, etc.)  

**PHYSICIANS, NURSES, OTHER HEALTH CARE PROFESSIONALS**

2. Which of these patron groups utilize the library the most?  

**NURSES**
3. List other potential users.

PATIENTS AND FAMILIES

4. Is your full range of library services offered to all patrons? Specify exceptions, if any.

YES

DESCRIBE THE LIBRARY COLLECTION AND RESOURCES

Check the appropriate budget range for library resources only (exclude personnel, operating supplies, capital expenses):

- Under $5,000
- $5,000-10,000
- $11,000-15,000
- $16,000-20,000
- $21,000-30,000
- $21,000-30,000
- $41,000-50,000
- Over $50,000
- $31,000-40,000

2. How many books are there in the collection? 260

What percentage of these were published in the last five years? 75%

six to ten years? 25%

Is the book collection cataloged? YES

How is this accomplished? MARCINE

What classification scheme is used? NLM

What percentage of titles may be borrowed by library patrons? 100%

3. How many journal titles are in the collection? 129

How many current subscriptions does the library carry? 129

Are journals ordered through a subscription agency? YES

If yes, which one? EBSCO
For how many years does the library retain most titles? 10 YEARS
How many titles are bound? 129  Microfilmed? 0

4. List literature indexes currently subscribed to by the library (e.g. Index Medicus, Social Science Index, Biological Abstracts, etc.)
   ABNIDGED INDEX MEDICUS
   CINAHL

List computerized bibliographic data bases which are available in the library.
   MEDLINE VIA GRATEFUL MED

5. Are audio-visual materials included in the library collection? YES
   If yes, how many? 19
   What formats (slides, films, etc.)? VIDEO TAPES, AUDIO TAPES

What AV equipment is available for in-library use? CHECKED OUT THROUGH EDUCATION SERVICES - EQUIPMENT AVAILABLE INCLUDES SLIDE PROJECTORS, OVERHEAD PROJECTORS, TV/UCR, ETC.

6. List library functions which are automated, indicating types of hardware and software or subscription services employed.
   CATALOGING - MARCIVE
   SEARCHING - MEDLINE

7. List other collections/libraries available within the institution.
   JOAN GLANCY MEMORIAL HOSPITAL (SYSTEM AFFILIATE)

8. List other health science library collections available for your use.
   EMORY - ILL

9. List cooperative library network affiliations.
   NONE AT PRESENT
DESCRIBE THE LIBRARY SERVICES

1. When is the library open? 9:00 AM - 5:00 PM (ACCESSIBLE AFTER HOURS)

When is the library staffed? 9:00 AM - 5:00 PM

Who has access to the library after hours? STAFF, PHYSICIANS

2. Will the library request reference assistance from an outside source if internal resources are inadequate? YES

If yes, what libraries or information sources do you contact?

EMORY UNIVERSITY MEDICAL LIBRARY

3. Check below, in Column A: those services which are provided by the library (whether or not patrons have requested them)

Check below, in Column B: the number of times each service is rendered, on the average, in one month

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Getting materials from shelf for patron</td>
</tr>
<tr>
<td>xx</td>
<td>Reference assistance</td>
</tr>
<tr>
<td>xx</td>
<td>Literature search assistance (by hand)</td>
</tr>
<tr>
<td>xx</td>
<td>Computerized literature searches</td>
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<tr>
<td>xx</td>
<td>Patron self-service photocopies</td>
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<tr>
<td></td>
<td>Photocopy service</td>
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<tr>
<td>xx</td>
<td>Interlibrary loan service</td>
</tr>
<tr>
<td>xx</td>
<td>Reference citation verification</td>
</tr>
<tr>
<td></td>
<td>Preparation of bibliographies</td>
</tr>
<tr>
<td></td>
<td>Editorial service</td>
</tr>
</tbody>
</table>
Orientation lectures/tours
Order processing for departments
Personal book orders
Seek outside reference assistance
Schedule meetings held in library
Schedule use of audiovisuals
Patient library services
"New Books" list  (PLANS FOR NEXT FISCAL YEAR)

Bulletin board
Exhibits
Maintain institution's archives
Accept gifts
Page house staff/employees
Other
Other
Other

SURVEY COMPLETED BY

Name  ANNE KRAMER, RN, C, MN
Title  CME COORDINATOR
Date  JULY 13, 1994
GWINNETT HOSPITAL SYSTEM

CME/LIBRARY COMMITTEE MEMBERS
1993-94

1. Paul Fekete, MD, Chairman  
2. Richard Reisman, MD  
3. Anabelle Cortes, MD  
4. Susan Tanner, MD  
5. Franklin Diaz, MD  
6. Samuel Deutsch, MD  
7. Arthur Schiff, MD  
8. Denise Pecht, MD  
9. Cora Salvino, MD  
10. Laura Putnam, MD  
11. William Earley, MD  
12. Antonio Luis, MD  
13. Richard Zellmer, MD  
14. Arthur Kirchner, MD  
15. Scott Maughon, MD  
16. Alan Carnes, MD  
17. Courtney Brooks, MD  
18. Jay Cherner, MD  
19. Michael McCoy, MD  
20. Gena Taylor, MD  
21. Suzanne Molock, MD  
22. Howard Rottenberg, MD

Pathology  
Anesthesia  
Emergency Medicine  
Family Practice  
Medicine  
Medicine  
Medicine  
OB/GYN  
OB/GYN  
Pediatrics  
Psychiatry  
Psychiatry  
Radiology  
Radiation Therapy  
Surgery  
Anesthesia  
Medicine  
Medicine  
OB/GYN  
OB/GYN  
Pediatrics  
Medicine
1. To continue monitoring and approving quality continuing medical education for Gwinnett Hospital System physicians which reflect operative ACCME essentials.

2. To develop and implement a Medical Library Plan to more effectively meet the needs of physicians and staff at GHS.

3. To explore options designed to increase physician participation in CME programming.

4. To continue to encourage Medical Departments to provide one CME offering per quarter and submit quarterly CME plans.

5. To review and update all textbooks and periodicals in the Medical Library.

6. To evaluate status and ensure JCAHO Standard compliance relating to CME and the Medical Library.
GWINNETT HOSPITAL SYSTEM

MEDICAL LIBRARY RESOURCES

PERIODICAL LIST

Acta Cytologica
Advances in Wound Care (formerly Decubitus)
American Journal of Cardiology
American Journal of Medicine
American Journal of Nephrology
American Journal of Neuroradiology
American Journal of Nursing
American Journal of Obstetrics and Gynecology
American Journal of Ophthalmology
American Journal of Psychiatry
American Journal of Public Health
American Journal of Respiratory and Critical Care Medicine (formerly American Review of Respiratory Disease)
American Journal of Surgery
Annals of Emergency Medicine
Annals of Internal Medicine
Annals of Neurology
Annals of Surgery
Archives of Internal Medicine
Archives of Neurology
Archives of Ophthalmology
Archives of Surgery
Arthritis and Rheumatism
Blood
Brain
British Journal of Dermatology
Cancer
Chest
Child's Nervous System
Circulation
Clinical Nephrology
Clinical Nuclear Medicine
Clinics in Perinatology
Computers in Healthcare
Computers in Nursing
Contemporary OB/GYN
Critical Care Clinics
Medical Clinics
Medical Letter
Morbidity and Mortality Weekly Report
Neurosurgery
New England Journal of Medicine
Nursing
Nursing Clinics
Nursing Economics
Nursing Outlook
Nursing Research
Obstetrics and Gynecology
Oncology Nursing Forum
Ophthalmology
Orthopedic Nursing
Ostomy-Wound Management
Otolaryngologic Clinics
Pediatric Infectious Disease Journal
Pediatrics
Physical Therapy
RN
Research in Nursing and Health
Respiratory Care
Second Opinion
Seminars in Liver Disease
Seminars in Nephrology
Seminars in Neurology
Skeletal Radiology
Spine
Stroke
Surgical Clinics
Surgical Neurology
Today's OR Nurse
Topics in Magnetic Resonance Imaging
Urology
GWINNETT HOSPITAL SYSTEM

MED LINE SEARCH REQUEST

Name ___________________________________________ Date ______________________

Department/Position ___________________________ Telephone ______________________

Mailing Address ________________________________________________________________

TOPIC REQUESTED:
(Detailed description of information required)

Purpose of Search:

☐ Lecture   ☐ Paper   ☐ Patient Care   ☐ Research   ☐ Other

English Language Only    ☐ Yes    ☐ No


Do you want abstracts?    ☐ Yes    ☐ No

Please Do Not Write in This Space

Date search received ___________________________ Date Completed ______________________

Return Completed Request Form To:
Medical Library
C/o Anne Kramer
Education Services Department
Gwinnett Medical Center
Fax (404) 682-2220
GWINNETT HOSPITAL SYSTEM
MEDICAL LIBRARY
C/O EDUCATION DEPARTMENT
P.O. BOX 348
LAWRENCEVILLE, GEORGIA 30246
FAX NO. (404) 682-2220

Date of request: Not needed after: Requester's order no.

CALL NO. A

BOOKS
IN FULL

BORROWING LIBRARY

REQUEST

OEM CO

FOR USE OF

DEPARTMENT

GWINN HOSPITAL SYSTEM
MEDICAL LIBRARY
C/O EDUCATION DEPARTMENT
P.O. BOX 348
LAWRENCEVILLE, GEORGIA 30246
FAX NO. (404) 682-2220

For use of: Status


SEND SHEETS A, B AND C TO LENDING LIBRARY, AND ENCLOSE SHIPPING LABEL

Book author: OR periodical title, vol. and date

Verified in: OR: item cited in

ISBN, OR ISSN, or LC card, or OCLC, or other number if known

If non-circulating, & cost does not exceed $ , please supply: Microfilm Hard copy

BORROWING LIBRARY RECORD:

Date received:

Date returned:

By Library rate

Postage enclosed $ , Insured for $ 

RENEWALS:

No renewals

Requested on

Renewed to

Note: The receiving library assumes responsibility for notification of

EMORY UNIVERSITY SCHOOL OF MEDICINE
HEALTH SCIENCES LIBRARY
1462 CLIFTON ROAD
ATLANTA, GEORGIA 30322

Request complies with: 1014(g)(2) Guidelines (CCG)

Other provisions of copyright law (CGL)

AUTHORIZED BY: (full name)
For an interlibrary loan of a journal article not available in our Medical Library, please complete the Request Form as depicted in the sample.

Thank you.
1. AIDS Clinical Trials Alert (National Institute of Child Health & Human Development) Information Services for HIV/AIDS (Recommendations to National Institute of Health)
2. AJN Guide 1989
3. American Marketing Association International Membership - Marketing Services Guide
4. ATSDR: Case Studies in Environmental Medicine Medical Management Guidelines for Acute Chemical Exposures
5. Abridged Index Medicus
6. American Board of Family Practice (Reference Guides)
7. American Journal of Nursing Index 1985 - 86 (2 copies)
8. An Analysis of Medical Staff Standards (Revised) - American Hospital Association
11. Clinical Symposium (CIBA Geigy)
12. Communication Counselor
13. CINAHL (Cumulative Index for Nursing & Allied Health Literature)
14. Directory of Occupational Titles
15. Directory of Medical Specialists
16. Future of Children (Adoption & Home Visiting)
17. Gwinnett Hospital System Cancer Program (Annual Report)
18. Georgia County Guide
19. Health & Medical Care Directory 1986
22. RSNA (Radiological Society of N.A.) (Index - Imaging Literature)
24. Research Activities (Agency for Health Care Policy & Research)
25. Resource Manual for Organ & Tissue Donation
26. The Source (Medical Hospital - Dental Health Care Directory)
**GWINNETT HOSPITAL SYSTEM**  
**MEDICAL LIBRARY RESOURCES**

**VIDEO/AUDIO TAPE LIST**

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Exercise &amp; Sudden Death</td>
<td>30 min.</td>
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<tr>
<td>2.</td>
<td>Assessing Breath Sounds (Video Cassette - 30 min.)</td>
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<tr>
<td></td>
<td>(1) Guide</td>
<td></td>
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<tr>
<td>3.</td>
<td>Normal &amp; Abnormal Breath Sounds (Book &amp; Audio Cassette)</td>
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<tr>
<td>4.</td>
<td>Arrhythmias</td>
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<tr>
<td>5.</td>
<td>Treating Arrhythmias in Congestive Heart Failure (90 min.)</td>
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<tr>
<td>6.</td>
<td>Normal &amp; Abnormal Heart Sounds (Book &amp; Audio Cassette)</td>
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<tr>
<td>7.</td>
<td>Gastrointestinal System (Assessment Review Series) (Video Cassette - 30 min.)</td>
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<tr>
<td></td>
<td>(1) Guide</td>
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<tr>
<td>8.</td>
<td>Dysphagia</td>
<td>30 min.</td>
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<tr>
<td>9.</td>
<td>Outpatient Chemotherapy: Clinical &amp; Economic Aspects (180 min.)</td>
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<tr>
<td>10.</td>
<td>The Hyperthyroid Patient</td>
<td>60 min.</td>
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<tr>
<td>11.</td>
<td>Ring Around the Caller (14 min.)</td>
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<tr>
<td>12.</td>
<td>Hearing Loss - Part II (60 min.)</td>
<td></td>
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<tr>
<td>13.</td>
<td>Emergency Nurses: Excellence in Caring (12 min.)</td>
<td></td>
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<tr>
<td>14.</td>
<td>Angina Pectoris</td>
<td>60 min.</td>
</tr>
<tr>
<td>15.</td>
<td>Angina Patch Program: Patient Education Video &amp; Booklet (11 min.)</td>
<td>4 copies</td>
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<tr>
<td></td>
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<tr>
<td>16.</td>
<td>Defensive Documentation - Gerald Blaney (60 min.)</td>
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<tr>
<td>17.</td>
<td>Reading EKG's</td>
<td>30 min.</td>
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<tr>
<td>18.</td>
<td>PCA Plus II Infuser System</td>
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<tr>
<td>19.</td>
<td>Making the Connection with Safety (37 min.)</td>
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<tr>
<td>20.</td>
<td>Video Journal of Medicine</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I. Prostate Cancer Treatment (15 min.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>II. Advances in Laparoscopic Surgery (30 min.)</td>
<td></td>
</tr>
</tbody>
</table>
Site visit

Ann Kramer - 8 mos. ago started
Resident help

Plans for librarian

Volunteers active

Lib. closed every other month

Med. Lib. open House - Sept. 20

In trailer for at least 2
more years.

OCWME - Betty J.

New - ILLs from Enemy

Gw. Hope System

Guinetz residence

Jean Deines (Duluth) Extension
Summit Ridge (Peyton facility)

Finance excepted one building in
Fredericksburg, Va.

Loretto, Minn.
Satellite at Jorn Olav
primarily re: materials
also small ridge

After hours access - yes

ILL - reciprocal - yes

Fax - in budget
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

APPLICANT/MEMBER SURVEY

Mage Hayden

Institution Name: State Health Planning Agency

Library Name: State Health Planning Library

Address: 4 Executive Park Drive, Suite 2100
Atlanta, Georgia 30329

Phone: (404) 679-4829

DESCRIBE THE INSTITUTION WHICH THIS LIBRARY SERVES

1. Parent institution or corporate affiliation: State Health Planning Agency

2. Check all appropriate institution objectives:
   - Care of short-term medical/surgical patient
   - Care of chronically ill
   - Care of special patient (specify)
   - Education
   - Research
   - Other (specify): Planning, CON Regulation and Data Collection

3. List the principal fields or disciplines which comprise the total institution (medical specialties, departments or divisions, educational degree programs, or other focal points)
   - Administration
   - Planning & Implementation
   - Regulatory Review
   - Data Support

4. What is the total number of employees? 27 Medical staff? Students
5. What is the licensed number of patient beds (if applicable)? N/A

6. What accreditation body evaluates this institution? N/A

Date of last visit

List comments made about library below.

DESCRIBE THE LIBRARY'S RELATIONSHIP TO THE INSTITUTION

1. What division or department governs the library? Planning & Implementation

2. When was the library established? 1977

3. Where is the library located? On-site/State Health Agency Headquarters

4. How many square feet does the library occupy? 150 sq. ft.

5. How many patron seats are available? 3

6. How many linear feet of shelving are there? 216

7. What is the source of library funding? (Check all that apply)
   - X Institution budget
   - Patron fees
   - Gifts
   - Grant
   - Other (specify)

DESCRIBE THE LIBRARY'S MANAGEMENT STRUCTURE

1. Is there a library committee? Yes

   What departments, specialties, etc., are represented in the committee membership?
   Intra-agency information and networking committee

   What is the committee's role? Coordinate information flow

2. Who is responsible for the selection of library materials? Director of Agency's Planning Division
3. What is the library manager's job title? Health Analyst

Who selects the library manager? Director of Agency Planning Division

What non-library responsibilities does he/she have? Administrative

How many hours per week are devoted to library duties? 15-20 hours

Describe his/her educational background and library-related work experience.

B.A. Degree

List continuing education courses taken in the last three years.

Previous experience in selected agency libraries

List current library-related professional affiliations (personal and/or institutional).

Mercer University - School of Medicine
Piedmont Hospital Medical Library
Emory

4. List other library staff and full-time equivalent (FTE) hours worked:

Professional (MLS): number; FTE

Volunteer: number; FTE

Non-professional assistant: number; FTE

Periodic Consultation

Other Library with Masters Degree number; FTE 5 hrs. per month

Student assistant: number; FTE

DESCRIBE THE LIBRARY'S PATRON POPULATION.

1. Who currently uses the library? (e.g. students, physicians, faculty, research staff, etc.)

Health agency staff, outside consultants, students, general public

2. Which of these patron groups utilize the library the most?

Agency staff
3. List other potential users.
   Other state affiliates, consultants, students

4. Is your full range of library services offered to all patrons? Specify exceptions, if any. Yes

DESCRIBE THE LIBRARY COLLECTION AND RESOURCES

1. Check the appropriate budget range for library resources only (exclude personnel, operating supplies, capital expenses):

<table>
<thead>
<tr>
<th>Budget Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $5,000</td>
</tr>
<tr>
<td>$5,000-10,000</td>
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<tr>
<td>$11,000-15,000</td>
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<td>$16,000-20,000</td>
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<tr>
<td>$21,000-30,000</td>
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<tr>
<td>$41,000-50,000</td>
</tr>
<tr>
<td>Over $50,000</td>
</tr>
</tbody>
</table>

2. How many books are there in the collection? 3,500
   What percentage of these were published in the last five years? 40%
   six to ten years? 60%
   Is the book collection cataloged? Yes
   How is this accomplished? Consultation with Masters Degree Librarian
   What classification scheme is used? National Library of Medicine
   What percentage of titles may be borrowed by library patrons? 80%

3. How many journal titles are in the collection? 70
   How many current subscriptions does the library carry? 30
   Are journals ordered through a subscription agency? No
   If yes, which one?
For how many years does the library retain most titles? 25 years
How many titles are bound? None
Microfilmed? None

4. List literature indexes currently subscribed to by the library (e.g. Index Medicus, Social Science Index, Biological Abstracts, etc.)
   Index Medicus
   Hospital Literature index (potential)
   List computerized bibliographic data bases which are available in the library.
   Grateful Med
   OLLIE (Georgia State)
   DOBIS (Emory)

5. Are audio-visual materials included in the library collection? Yes
   If yes, how many? 10
   What formats (slides, films, etc.)? Videos
   What AV equipment is available for in-library use? Overhead

6. List library functions which are automated, indicating types of hardware and software or subscription services employed.
   IBM XT
   See #4 above

7. List other collections/libraries available within the institution.
   N/A

8. List other health science library collections available for your use.
   N/A

9. List cooperative library network affiliations.
   Mercer University School of Medicine
DESCRIBE THE LIBRARY SERVICES

1. When is the library open?  
   8:00 am - 5:00 pm  

   When is the library staffed?  
   8:00 am - 5:00 pm  

   Who has access to the library after hours?  Staff only  

2. Will the library request reference assistance from an outside source if internal resources are inadequate?  Yes  

   If yes, what libraries or information sources do you contact?  
   To be determined  

3. Check below, in Column A: those services which are provided by the library (whether or not patrons have requested them)  

   Check below, in Column B: the number of times each service is rendered, on the average, in one month  

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Getting reference materials from shelf for patron</td>
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<td>X</td>
<td>5</td>
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<td></td>
<td>Reference assistance</td>
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<tr>
<td>X</td>
<td>5</td>
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<td>Literature search assistance (by hand)</td>
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<td>Patron self-service photocopies</td>
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<td>Photocopy service</td>
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<td>X</td>
<td>3</td>
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<tr>
<td></td>
<td>Interlibrary loan service</td>
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<td>Orientation lectures/tours</td>
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</tbody>
</table>

**Survey Completed by:**

Karen Decker/Marge Hayden

Director, State Health Planning Agency/Systems Analyst

Dated: June 13, 1994
Sickle Cell Health
Planning

Great need reviewed for online resources
journals.

Lib. Committee = Info. Network Committee
Still active other agencies from other states

greatest users
internal
students
constituents
Usage = 20 hrs./mo.

Mercer
Emory
J. libraries you use
Go state

BA degree philosophy/education
Weeding - needs work

Computer upgraded
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

APPLICANT/MEMBER SURVEY

Institution Name: Shepherd Center

Library Name: Noble Learning Resource Center

Address: 2020 Peachtree Rd NW

Atlanta GA 30309

Phone: (404) 350-7473

DESCRIBE THE INSTITUTION WHICH THIS LIBRARY SERVES

1. Parent institution or corporate affiliation

2. Check all appropriate institution objectives:
   - Care of short-term medical/surgical patient
   - Care of chronically ill
   - Care of special patient (specify) spinal cord injuries & neuromuscular rehabilitation
   - Education
   - Research
   - Other (specify)

3. List the principal fields or disciplines which comprise the total institution (medical specialties, departments or divisions, educational 'degree programs, or other focal points)
   - Orthopaedics, Neurology, Neurosurgery,
   - Rehabilitation of persons with spinal cord injury and neuromuscular disorders

4. What is the total number of employees? 500 Medical staff? Students
5. What is the licensed number of patient beds (if applicable)? \( 100 \)

6. What accreditation body evaluates this institution? JCAHO, CARF

Date of last visit \( \text{early '95} \)

List comments made about library below.

The library was begun after the last visit.

DESCRIBE THE LIBRARY'S RELATIONSHIP TO THE INSTITUTION

1. What division or department governs the library? Education

2. When was the library established? Oct '95

3. Where is the library located? 1st floor, next to tunnel leading to Piedmont, across from education rooms

4. How many square feet does the library occupy? 750

5. How many patron seats are available? 8

6. How many linear feet of shelving are there?

7. What is the source of library funding? (Check all that apply)
   \( \checkmark \) Institution budget \( \checkmark \) Patron fees \( \checkmark \) Gifts \( \checkmark \) Grant
   \( \checkmark \) Other (specify) Charge back to department

DESCRIBE THE LIBRARY’S MANAGEMENT STRUCTURE

1. Is there a library committee? Yes

   What departments, specialties, etc., are represented in the committee membership?
   education, nursing, rehab, clinical research, information systems

   What is the committee’s role? Lead in initiation of library services

2. Who is responsible for the selection of library materials? Librarian-

   Consultation with committee
3. What is the library manager's job title? **librarian**

Who selects the library manager? **Director of Education**

What non-library responsibilities does he/she have? **none**

How many hours per week are devoted to library duties? **20**

Describe his/her educational background and library-related work experience.

- MLIS - University of South Carolina, 1995
- 13 years in HSL @ DeKalb Medical Center

List continuing education courses taken in the last three years.

*Completed MLIS
* Networking/SELNET course

List current library-related professional affiliations (personal and/or institutional).

- MLA
- GHLA

4. List other library staff and full-time equivalent (FTE) hours worked:

   - Professional (MLS): number ____ ; FTE ____
   - Volunteer: number ____ ; FTE 1
   - Non-professional assistant: number ____ ; FTE ____
   - Other ____ ; FTE ____
   - Student assistant: number ____ ; FTE ____

DESCRIBE THE LIBRARY'S PATRON POPULATION

1. Who currently uses the library? (e.g. students, physicians, faculty, research staff, etc.)

   - PT's, OT's, research staff, patients, nurses, administrators
   - Adult Post-Polio Support group, and families

2. Which of these patron groups utilize the library the most?

   - Equal among groups
3. List other potential users. Community members with interest in neurological disorders.

4. Is your full range of library services offered to all patrons? Specify exceptions, if any. Interlibrary loan restricted to employees and medical staff.

DESCRIBE THE LIBRARY COLLECTION AND RESOURCES

1. Check the appropriate budget range for library resources only (exclude personnel, operating supplies, capital expenses):

   - Under $5,000
   - $16,000-20,000
   - $41,000-50,000
   - $5,000-10,000
   - $21,000-30,000
   - Over $50,000
   - $11,000-15,000
   - $31,000-40,000

2. How many books are there in the collection? **300**

   What percentage of these were published in the last five years? **Small amount**

   Is the book collection cataloged? **YES**

   How is this accomplished? Lotus Notes database (plans to switch to MARC)

   What classification scheme is used? **NLM**

   What percentage of titles may be borrowed by library patrons? **25%**

3. How many journal titles are in the collection? **40**

   How many current subscriptions does the library carry? **28**

   Are journals ordered through a subscription agency? **YES**

   If yes, which one? **Ebsco**
For how many years does the library retain most titles? 
How many titles are bound? 
Microfilmed? 

4. List literature indexes currently subscribed to by the library (e.g. Index Medicus, Social Science Index, Biological Abstracts, etc.)

- MEDLINE - on CD-Rom - Silverplatter 11 years rolling
- CINahl - on CD-Rom

List computerized bibliographic data bases which are available in the library.
Access to MEDLARS
Internet access

5. Are audio-visual materials included in the library collection? YES

If yes, how many? 100

What formats (slides, films, etc.)? Video cassettes; audio cassettes

What AV equipment is available for in-library use? Videotape player; audio cassette player

6. List library functions which are automated, indicating types of hardware and software or subscription services employed.

- Working to develop automated systems. Some duties that could be automated may stay manual to accommodate the skills of volunteer personnel.

7. List other collections/libraries available within the institution.

- Atlanta Post Polio Association Support Group houses its collection @ Au1 Center

8. List other health science library collections available for your use.

- Work in co-operation with Piedmont hospital

9. List cooperative library network affiliations.
DESCRIBE THE LIBRARY SERVICES

1. When is the library open? 9:30 a.m. - 3:00 p.m. Mon. - Friday + some weekend hours.
   When is the library staffed? at all times when open.
   Who has access to the library after hours? employees.

2. Will the library request reference assistance from an outside source if internal resources are inadequate? Yes.
   If yes, what libraries or information sources do you contact? Piedmont has expressed willingness to provide advise and support if needed.

3. Check below, in Column A: those services which are provided by the library (whether or not patrons have requested them)
   Check below, in Column B: the number of times each service is rendered, on the average, in one month.

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<td>Get materials from shelf for patron</td>
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<td>Reference assistance</td>
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<td>Preparation of bibliographies</td>
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<td>Editorial service</td>
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Orientation lectures/tours
Order processing for departments
Personal book orders
Seek outside reference assistance
Schedule meetings held in library
Schedule use of audiovisuals
Patient library services
"New Books" list
Bulletin board (Computer!!)
Exhibits
Maintain institution's archives
Accept gifts
Page house staff/employees
Other
Other
Other

SURVEY COMPLETED BY

Name  Pat Herndon, MLS
Title  Librarian
Date  3/1/96
Name of Institution: Shepherd Center
Name of Library: Noble Learning Resource Center
Address: 2020 Peachtree Road NW
Atlanta GA 30309

Telephone No.: (404) 350-7473
FAX No.: (404) 350-7736

Hours: 9:30 AM - 5 PM Monday-Friday
(There may be some weekend hours as staffing allows)

Parking Procedures:
Use Shepherd Center parking deck. Take elevators to 1st floor
of Marcus building

Library Use Policies: Outside Users/AHSLC Members: Y  N
Outside Users/Hospital Staff: Y  N
Outside Users/Public: Y  N

Circulation Policies: At present circulate audiosicals and leisure reading

Interlibrary Loan Policies: ILL Contact: Pat Herndon Phone: (404) 350-7473
Loan Period: __________ Loan Period: __________
Journals: Photocopies only Y  X  N Loan Charges: free to reciprocating
Telephone Request: Y  N Number Allowed Per: Day/1A Week Month
Comments:
Photocopy Available: Y  X  N Cost: $__/pg
FAX Service to AHSLC Members: Y  X  N Policy: Please telephone requests

Endusers Systems Available: Internet - start @ Shepherd’s homepage with pointers
to sites on disability issues.
Staff: Library Director: ________________________________
Other Personnel: Volunteer Staff
APPA volunteers

Page 1 of 2 pages
AHSLC ILL LON PROFILES CONTINUED:

Collection:
Special Holdings: APAA Collection
Pt. teaching audiovisuals on spinal cord injury and disabilities awareness

Main Focus (Subject Areas) of Collection:
Disability issues - Health science and advocacy materials - Rehabilitation literature; spinal cord injuries
Unique Materials:

Long Runs (Journal Titles):
Archive & Physical Medicine & Rehabilitation

Archival Materials: Y N X Date Library Established 10/95
Collect Fines: Y N X

Amenities: auditorium available; computer classrooms
Eating Facilities: cafeteria

Additional Amenities:

DIRECTIONS TO SHEPHERD CENTER
FROM DOWNTOWN ATLANTA (I-75/85 CONNECTOR):
Heading north, exit at 14th Street; turn right onto 14th St; turn left on West Peachtree St, and continue straight on Peachtree Rd. (Hwy. 19) to Shepherd on the left, just before Piedmont Hospital (about 3 miles from interstate exit).

FROM I-75 SOUTH (NORTH OF DOWNTOWN):
Exit at Northside Drive; turn left on Northside Dr. (Hwy. 41); turn right on C.W. Wens Rd.; turn left on Peachtree Rd. (Hwy. 19); Shepherd is on the left at the 2nd traffic light.

FROM 1-85 SOUTH (NORTH OF DOWNTOWN):
On I-85 south from north Atlanta take Exit 28 (Hwy 13 South, to Peachtree St.) take this onto road to Hwy. 19 (Peachtree St., Buckhead); turn right on Peachtree St, Shepherd is on the left about 5/10ths of a mile north.

FROM GA. 400 TOLL ROAD (NORTH OF DOWNTOWN):
Take Exit 1, Sidney Marcus Blvd.; turn right on Sidney Marcus Blvd.; turn left on Peachtree Rd.; turn right on Loyd Street; turn left on Piedmont Rd. Shepherd is about 1 mile north on the right.

Additional Information:

Revised: 01/1993

Page 2 of 2 pages
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

MEMORANDUM OF AGREEMENT

New members shall be approved for admission by a majority vote of full members at regular meeting and upon recommendation of the Executive Committee. Announcement of the request for membership must be made at a previous meeting and recorded in the minutes thereof. Full members must agree:

a. to be governed by the Bylaws of Atlanta Health Science Libraries Consortium (AHSLC)

b. to provide serials holdings information, mailing labels, and a document delivery policy statement to each member within three months of membership acceptance (until holdings appear in Consortium Union List)

c. to provide serial holdings information in the designated format for consortium union lists and assume costs incurred

d. to provide document delivery, postmarked within 2-3 business days after the request is received, to other member institutions and those consortia or institution with which AHSLC maintains special agreements. In adverse situations members may petition the consortium for special accommodations.

e. to provide monthly interlibrary loan statistics, postmarked to the statistician by the 10th day of the following month (i.e. Jan. statistics must be postmarked by Feb. 10th). Compiled statistics will be distributed by the statistician to the membership bi-monthly.

f. in addition to document delivery, to support the goals and objectives of the Consortium through regular attendance at meetings, hosting meetings, committee work, holding office, or providing printing, mailing, typing, word processing, consulting, or participation in other relevant activities

g. to share the cost of special efforts
This agreement shall remain in effect until:

a. the institution terminates membership with 90 days written notice submitted to the Consortium Executive Committee

OR

b. the Consortium determines that the institution fails to abide by terms set forth in the above memorandum

Shepherd Center

Institution

Patricia P. Henderson, MLS 2/15/96
Signature of Librarian Date

Date 2/29/96

Signature of Administrator(s) Date
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

APPLICANT/ MEMBER SURVEY

Institution Name Georgia Dept. of Technical & Adult Education
Library Name Office of Public Library Services

Library Name Georgia Regional Library for the Blind & Physically Handicapped
Address 1150 Murphy Ave, SW

Atlanta, GA 30310

Phone 404-756-4619 / fax: 404-756-4618

DESCRIPT THE INSTITUTION WHICH THIS LIBRARY SERVES

1. Parent institution or corporate affiliation Ga. Dept. of Technical & Adult Ed. (DTAE)

2. Check all appropriate institution objectives:

____Care of short-term medical/surgical patient

____Care of chronically ill

____Care of special patient (specify)

xxxEducation

____Research

____Other (specify)

3. List the principal fields or disciplines which comprise the total institution

(medical specialties, departments or divisions, educational degree programs, or other focal points)

The Office of Public Library Services, Regional Library f/t Blind & Physically Handicapped are a division within the Georgia Dept. of Technical & Adult Education (DTAE). DTAE offers degrees through their technical institutes.

4. What is the total number of employees? 28  Medical staff? 0  Students

NOTE: application based on the Georgia Regional Library f/t Blind and Physically Handicapped (LBPH) in the Office of Public Library Services, a unit of DTAE.
5. What is the licensed number of patient beds (if applicable)? 0


Date of last visit 10/96 List comments made about library below.
see attached letter from NLS consultant.

DESCRIBE THE LIBRARY'S RELATIONSHIP TO THE INSTITUTION

1. What division or department governs the library? Ga. Dept. of Tech. & Adult Ed.

2. When was the library established? 1934

3. Where is the library located? 1150 Murphy Ave, SW, Atlanta

4. How many square feet does the library occupy? 15,000

5. How many patron seats are available? 5-10

6. How many linear feet of shelving are there?

7. What is the source of library funding? (Check all that apply)

   xx Institution budget   ____ Patron fees   xx Gifts   xx Grant

   ____ Other (specify)

DESCRIBE THE LIBRARY'S MANAGEMENT STRUCTURE

1. Is there a library committee? not at this time

   What departments, specialties, etc., are represented in the committee membership?

   ________________________________

   What is the committee's role? it will be a consumer advisory group

Ms. Linda Koldenhoven
Georgia Library for the Blind
and Physically Handicapped
1150 Murphy Avenue S.W.
Atlanta, Georgia 30310

Dear Linda:

Thank you and thanks to your staff for the hospitality during my recent visit to the Georgia regional library.

I am impressed by what you and the staff have accomplished in such a short time. The following areas should be considered as the transition continues.

**Automation** -- The library is going to outgrow its automated circulation system in the near future. READS which was provided and is maintained by NLS under contract is used by the Georgia regional library, as well as a majority of the Georgia subregionals and a number of other network libraries. NLS is having the contractor rewrite the READS software. READS II, as it will be called, should be capable of handling a larger number of patrons, but it will still function on a local-area-network of PCs. It is unclear at this time exactly when READS II will be available and how many patrons it can actually handle. The software must be rewritten and tested and then tested again in a regional library situation. NLS is estimating availability during the first quarter of FY 98, but this estimate could be off by as much as 50 to 75 percent. Another consideration is the discussion, at the subregional meeting, regarding a centralized collection with remote access by the subregional libraries. If this option is pursued, a larger platform for automation would be needed. In addition to the centralized circulation of books, statewide equipment assignment and tracking capability would also be possible.

**Physical Facility** -- Per the conversation at the subregional meeting and with the Commissioner, another facility for the regional library is being pursued. A copy of "Building Barrier Free Libraries" has been sent under separate cover. This should provide the basis for developing the criteria for a new facility.

If adding recording studios is a consideration, even at a future date, please contact Bill West, the NLS Audio Book Production Specialist, who can provide a wealth of technical information regarding acquisition, installation and setup of recording booths.
Ms. Linda Koldenhoven

Staffing -- I learned during my visit that the library is in the process of hiring permanent staff for the regional library. As you have already demonstrated, the daily workload can be handled adequately. However, any expansion of service(s) will require additional staffing to ensure that the basic service continues to be provided while expansion is occurring.

Leadership role -- NLS views the regional library as the agency with overall responsibility for service in a state. In the past, the regional library concentrated on service to the metro Atlanta area with sometimes only minimal support for the subregional libraries. This has meant that the subregionals have in many ways become independent entities. Assuming a leadership role once again will not be an easy task. However, from my observations, you have made progress in establishing a trust and ongoing communication with the subregional librarians. It is easy to forget, but the regional library and the subregional libraries have the same goal, service to readers, but sometimes priorities differ. The agreement to, and participation in, development of a statewide logo for the service is a good indication of what can be accomplished.

I hope you will have the opportunity to visit the Alabama regional library to see their facilities. If so, it would be beneficial to discuss subregional service patterns in Alabama. The Florida, Kansas, and Virginia regional libraries would also be worth contacting by telephone to learn how the service patterns differ in other states. Kansas and Virginia come closest to Georgia in that their subregionals use READS as do the regional libraries.

I was pleased to have the opportunity to sit down with you and your staff to answer questions about policies and procedures. Please know that I am always available, by telephone, to answer questions. A joint midlands/southern conference meeting of librarians will be held in Oklahoma City next April. Your attendance, if possible, would be very beneficial in that it would provide the opportunity to meet and talk to other network librarians.

Please keep up the good work and keep NLS informed of changes as they occur at the regional library.

Sincerely,

Stephen Prine
Head, Network Services Section
3. What is the library manager’s job title? Coordinator, Library Service for the Blind & Physically Handicapped (LBPH)

Who selects the library manager? Assistant Commissioner for Public Libraries, Planning and Technology

What non-library responsibilities does he/she have? ____________

How many hours per week are devoted to library duties? 40

Describe his/her educational background and library-related work experience:
Graduate of Indiana Univ. School of Library and Information Science; attended IU on a scholarship to study library services for persons with disabilities. Has worked at the LBPH for 2 yrs; head of department.

List continuing education courses taken in the last three years:

List current library-related professional affiliations (personal and professional):
ALA
ASCLA - Assoc. of Specialized & Cooperative Library Agencies
Chair, Lib. Service to Persons w/ Visual or Physical Disabilities forum
NISO -- Nat’l Information Standards Organization
Develop standards for a digital talking book

4. List other library staff and full-time equivalent (FTE) hours worked:

Professional (MLS): number 1; FTE 1

Volunteer: number ______; FTE ______

Non-professional assistant: number 3; FTE 3

Other: number ______; FTE ______

Student assistant: number ______; FTE ______

DESCRIBE THE LIBRARY'S PATRON POPULATION

1. Who currently uses the library? (e.g. students, physicians, faculty, etc.) Qualified, registered users -- may include students, etc.

2. Which of these patron groups utilize the library the most? Students
3. List other potential users.

Anyone who qualifies for receiving this type of service

4. Is your full range of library services offered to all patrons? Specify exceptions, if any.

This free library service is available to those individuals who qualify under the guidelines established by the Library of Congress, National Library Service for the Blind & Physically Handicapped (NLS).

DESCRIBE THE LIBRARY COLLECTION AND RESOURCES

1. Check the appropriate budget range for library resources only (exclude personnel, operating supplies, capital expenses):

   XX Under $5,000  ____ $16,000-20,000  ____ $41,000-50,000
   ____ $5,000-10,000  ____ $21,000-30,000  ____ Over $50,000
   ____ $11,000-15,000  ____ $31,000-40,000

2. How many books are there in the collection? 44,000 title / 190,000 volumes

What percentage of these were published in the last five years? ________;

six to ten years? ________

Is the book collection cataloged? yes

How is this accomplished? thru data entry from CIP cards supplied by NLS

What classification scheme is used? one developed by NLS for this type of collection

What percentage of titles may be borrowed by library patrons? all

3. How many journal titles are in the collection? none

How many current subscriptions does the library carry? ________________

Are journals ordered through a subscription agency? na

If yes, which one? ____________________________

4
For how many years does the library retain most titles? ________________

How many titles are bound? ______ Microfilmed? ______

4. List literature indexes currently subscribed to by the library (e.g. Index Medicus, Social Science Index, Biological Abstracts, etc.)

na

List computerized bibliographic data bases which are available in the library.

READS - Reader enrollment and Delivery System
CD-BLND -- union list of all NLS titles on tape or braille
Books in Print Plus

5. Are audio-visual materials included in the library collection? no

If yes, how many? __________

What formats (slides, films, etc.)? ________________________________

What AV equipment is available for in-library use? TV and VCR units

6. List library functions which are automated, indicating types of hardware and software or subscription services employed.

The collection and patron records are automated using READS (Reader Enrollment and Delivery System)

7. List other collections/libraries available within the institution.

The Office of Public Library Services general, reference, and periodicals collections.

8. List other health science library collections available for your use.

9. List cooperative library network affiliations.

DESCRIBE THE LIBRARY SERVICES

1. When is the library open? M-F 8 am - 5 pm

When is the library staffed? M-F 8 am - 5 pm

Who has access to the library after hours? no one

2. Will the library request reference assistance from an outside source if internal resources are inadequate? yes

If yes, what libraries or information sources do you contact?
Any source that will help us answer a patron's questions -- public library, special library, internal collection, etc.

3. Check below, in Column A: those services which are provided by the library (whether or not patrons have requested them)
Check below, in Column B: the number of times each service is rendered, on the average, in one month

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Orientation lectures/tours
Order processing for departments
Personal book orders
Seek outside reference assistance
Schedule meetings held in library
Schedule use of audiovisuals
Patient library services
"New Books" list
Bulletin board
Exhibits
Maintain institution's archives
Accept gifts
Page house staff/employees
Other
Other
Other

SURVEY COMPLETED BY

Name Linda A. Koldenhoven, MLS
Title Coordinator, Library Services for the Blind & Physically Handicapped
Date 3-15-87
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

APPLICANT/ MEMBER SURVEY

David McCulloch

Institution Name: Georgia School of Professional Psychology

Library Name: GSPP Library

Address: 990 Hammond Drive
Atlanta, GA 30328

Phone: 770-671-1200

DESCRIBE THE INSTITUTION WHICH THIS LIBRARY SERVES

1. Parent institution or corporate affiliation: American Schools of Professional Psychology

2. Check all appropriate institution objectives:

   - Care of short-term medical/surgical patient
   - Care of chronically ill
   - Care of special patient (specify) [necessary]
   - Education [X]
   - Research
   - Other (specify)

3. List the principal fields or disciplines which comprise the total institution (medical specialties, departments or divisions, educational degree programs, or other focal points):

   Clinical psychology
   Counseling

4. What is the total number of employees? 40 Medical staff? Students 350
5. What is the licensed number of patient beds (if applicable)?

6. What accreditation body evaluates this institution? North Central Assoc. of Colleges and Schools
   Date of last visit 1995
   List comments made about library below.

DESCRIBE THE LIBRARY'S RELATIONSHIP TO THE INSTITUTION

1. What division or department governs the library? Student services

2. When was the library established? 1990

3. Where is the library located? centrally within the school, as above

4. How many square feet does the library occupy? 688

5. How many patron seats are available? 27

6. How many linear feet of shelving are there? 315

7. What is the source of library funding? (Check all that apply)
   - Institution budget
   - Patron fees
   - Gifts
   - Grant
   - Other (specify)

DESCRIBE THE LIBRARY'S MANAGEMENT STRUCTURE

1. Is there a library committee? yes
   What departments, specialties, etc., are represented in the committee membership?
   clinical faculty, counseling director, student representative
   What is the committee's role? Set policy, advocacy, solve problems

2. Who is responsible for the selection of library materials? librarian
3. What is the library manager's job title? librarian

Who selects the library manager? Dean of GSPP

What non-library responsibilities does he/she have? Maintain computer lab, AV

How many hours per week are devoted to library duties? 37.5

Describe his/her educational background and library-related work experience.
AB, MA UC Berkeley
MLS Wayne State University
Academic and public librarian, 1990-
Internet trainer for library district, 1994-5
List continuing education courses taken in the last three years. GHSLA 1995 meeting CE

List current library-related professional affiliations (personal and/or institutional).
ALA
GHSLA

4. List other library staff and full-time equivalent (FTE) hours worked:

Professional (MLS): number; FTE
Volunteer: number; FTE
Non-professional assistant: number; FTE
Other: number; FTE
Student assistant: number; FTE

DESCRIBE THE LIBRARY'S PATRON POPULATION

1. Who currently uses the library? (e.g. students, physicians, faculty, research staff, etc.)
   Students, faculty, staff

2. Which of these patron groups utilize the library the most?
   Students
3. List other potential users.
   Professional psychologists

4. Is your full range of library services offered to all patrons? Specify exceptions, if any.
   No book ILL is offered to students

DESCRIBE THE LIBRARY COLLECTION AND RESOURCES

1. Check the appropriate budget range for library resources only (exclude personnel, operating supplies, capital expenses):
   - Under $5,000
   - $5,000-$10,000
   - $11,000-$15,000
   - $16,000-$20,000
   - $21,000-$30,000
   - $31,000-$40,000
   - $41,000-$50,000
   - Over $50,000
   ___ Under $5,000
   ___ $5,000-$10,000
   ___ $11,000-$15,000
   ___ $16,000-$20,000
   ___ $21,000-$30,000
   ___ $31,000-$40,000
   ___ $41,000-$50,000
   ___ Over $50,000

2. How many books are there in the collection? 1500
   What percentage of these were published in the last five years? 45%
   six to ten years? 25%
   Is the book collection cataloged? yes
   How is this accomplished? entered by hand from LC data on verso; alternatively copied from catalogs on the Internet
   What classification scheme is used? LC

   What percentage of titles may be borrowed by library patrons? 90%

3. How many journal titles are in the collection? 99
   How many current subscriptions does the library carry? 51
   Are journals ordered through a subscription agency? yes
   If yes, which one? EBSCO
For how many years does the library retain most titles? **permanently**
How many titles are bound? 0 Microfilmed? 0

4. List literature indexes currently subscribed to by the library (e.g. Index Medicus, Social Science Index, Biological Abstracts, etc.)

   PsychLit

   List computerized bibliographic data bases which are available in the library.

   PsychLit
   Winnebago card catalog

5. Are audio-visual materials included in the library collection? **yes**

   If yes, how many? 76

   What formats (slides, films, etc.)? _video, audio_

   What AV equipment is available for in-library use? VCR/TU, camcorder, boombox

6. List library functions which are automated, indicating types of hardware and software or subscription services employed.

   None

7. List other collections/libraries available within the institution.

   None

8. List other health science library collections available for your use.

   Emory
   Georgia State
   GMHI

9. List cooperative library network affiliations.

   None
DESCRIBE THE LIBRARY SERVICES

1. When is the library open? M-Th 9-9; F 9-6; S 12-6; Sun 12-5

   When is the library staffed? All open hours

   Who has access to the library after hours? Librarian, faculty, staff

2. Will the library request reference assistance from an outside source if internal resources are inadequate? Yes

   If yes, what libraries or information sources do you contact?
   GMHL; internet list members of the National Council of Schools of Professional Psychology Libraries; Galter HS library (Faith Ross)

3. Check below, in Column A: those services which are provided by the library (whether or not patrons have requested them)
   Check below, in Column B: the number of times each service is rendered, on the average, in one month

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Editorial service
|   |   | Orientation lectures/tours  
|---|---|---  
|   |   | Order processing for departments  
|   |   | Personal book orders  
|   | 1 | Seek outside reference assistance  
|   |   | Schedule meetings held in library  
|   | 10 | Schedule use of audiovisuals  
|   |   | Patient library services  
|   | 2 | "New Books" list  
|   |   | Bulletin board  
|   |   | Exhibits  
|   | 5 | Maintain institution's archives  
|   |   | Accept gifts  
|   | 5 | Page house staff/employees  
|   | 60 | Other fix equipment (computers, copiers, AV)  
|   | 1 | Other Prepare reserve readings  
|   | 1 | Other Research administrative problems: copyright, internet sites, distance education, document delivery options, etc.  

SURVEY COMPLETED BY

Name: David McCullough

Title: Librarian

Date: 8/26/06
MEMORANDUM

To: AHSLC Members

From: Darlene P. Kelly, AHSLC Chair

Re: GSPP Library Site Visit

Date: October 25, 1996

Per our conversation earlier this week, the AHSLC will conduct a library site visit at the Georgia School of Professional Psychology on October 31, 1996 at 10:00 a.m. Please review the application that was distributed at the September 19th meeting and bring questions that you would like to ask.

The directions to GSPP are outlined below:

Take I-285 East to Glenridge, Exit 18 and turn left. Go up to Hammond Drive and make a right; Go through 2 Traffic lights and turn left at One Lakeside Commons, the address is 990 Hammond Drive. GSPP is located on the 11th floor, take the elevator to the 10th floor and transfer to the penthouse elevator.

Thank you for your continued commitment to AHSLC.

KnowlGeD > WISDOM > excellence > SERVICE
720 Westview DrivE, S.W. Atlanta, Georgia 30310-1485 Telephone (404) 752-1530
Georgia School of Professional Psychology
990 Hammond Drive NE
Atlanta GA 30328

David McCullough
770/671-1200
SERHOLD:GER
LIBID:30328B
E-mail:dmccullo@mindspring.com
F:770/671-0476
December 8, 2003

Dear Paula,

At last, here is the Health & Natural Sciences Library’s application for membership in the Atlanta Health Sciences Library Consortium.

Please email me if you have questions or concerns. This is a branch site and I do not have my own budget or accounting system, so some of the statistics may not be 100% accurate. I made the best estimate possible.

As we’ve already mentioned, hosting a meeting here in Dahlonega is not practical but I’m willing to do something else useful to make up for that.

I will be out most of the time between 12/15 and 1/4 but will be checking my email during that time.

Sincerely,

Becky Smoke
706 864 1802
bmerritt@ngesu.edu

1/4/04

Paula - I tried calling this several times but there was no answer @ 451-1867.
Please email or call me when you get this so I’ll know you got it.
Thanks.
Becky Smoke
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

APPLICANT/ MEMBER SURVEY

Institution Name: North Georgia College & State University
Library Name: Health & Natural Sciences Library (HNS)
Address: Dahlonega, GA 30597
Phone: 706 864 1802

DESCRIBE THE INSTITUTION WHICH THIS LIBRARY SERVES

1. Parent institution or corporate affiliation: North Georgia College & State University

2. Check all appropriate institution objectives:
   - Care of short-term medical/surgical patient
   - Care of chronically ill
   - Care of special patient (specify)
   - Education
   - Research
   - Other (specify)

3. List the principal fields or disciplines which comprise the institution (medical specialties, departments or divisions, educational degree programs, or other focal points):
   - Nursing - Assoc, RN, BSN, Masters
   - Physical Therapy - Masters
   - Biology - BS

4. What is the total number of employees? 247 Medical staff? 4000 Students? 4000
   - Nursing: 325
   - PT: 75
   - Bio: 400
   - Faculty: 9
5. What is the licensed number of patient beds (if applicable)?

6. What accreditation body evaluates this institution? SACs, Nat. League for Nursing Accrediting
   Date of last visit 2000
   List comments made about library below. (Commission)
   The library didn't exist then.

DESCRIBE THE LIBRARY’S RELATIONSHIP TO THE INSTITUTION

1. What division or department governs the library? Stewart Library (main)

2. When was the library established? 2002

3. Where is the library located? On campus

4. How many square feet does the library occupy? 2100 sq. ft.

5. How many patron seats are available? 50

6. How many linear feet of shelving are there? 270 for books, 40 for audio, 150 journals

7. What is the source of library funding? (Check all that apply)
   [ ] Institution budget  [ ] Patron fees  [x] Gifts  [ ] Grant
   [ ] Other (specify)

DESCRIBE THE LIBRARY’S MANAGEMENT STRUCTURE

1. Is there a library committee? Yes

   What departments, specialties, etc., are represented in the committee membership?
   [ ] Dir. of Library Services  [ ] fac. rep. from each school
   [ ] 8 senators (2 students)

   What is the committee’s role? Establish guidelines, set priorities, address concerns.

2. Who is responsible for the selection of library materials? Librarian, faculty, students
3. What is the library manager's job title? **Health Sciences Librarian**
   Who selects the library manager? **Library Director**
   What non-library responsibilities does he/she have? **University committee, community service**
   How many hours per week are devoted to library duties? **40**

   Describe his/her educational background and library-related work experience.
   **MLS Emory 1984**, **Emory Medical DeKalb General Hospt. Medical**

   List continuing education courses taken in the last three years.
   

   List current library-related professional affiliations (personal and/or institutional).
   

4. List other library staff and full-time equivalent (FTE) hours worked:
   - Professional (MLS): number 6; FTE
   - Volunteer: number 0; FTE
   - Non-professional assistant: number 1; FTE 20 hrs/wk
   - Other: number; FTE
   - Student assistant: number 3; FTE 30 hrs/wk

   **DESCRIBE THE LIBRARY'S PATRON POPULATION**

   1. Who currently uses the library? (e.g. students, physicians, faculty, research staff, etc.)
      **Students, faculty**

   2. Which of these patron groups utilize the library the most?
      **Students**
3. List other potential users. Hospital staff @ Chestatee Regional Community, off-campus nursing students

4. Is your full range of library services offered to all patrons? Specify exceptions, if any. Off-campus students rarely served, we are new and haven't developed plans for serving their needs yet.

DESCRIBE THE LIBRARY COLLECTION AND RESOURCES

1. Check the appropriate budget range for library resources only (exclude personnel, operating supplies, capital expenses):

   - Under $5,000
   - $5,000-10,000
   - $11,000-15,000
   - $16,000-20,000
   - $21,000-30,000
   - $31,000-40,000
   - $41,000-50,000
   - Over $50,000

2. How many books are there in the collection?___

   What percentage of these were published in the last five years? __%

   six to ten years? ___

   Is the book collection cataloged? ___

   How is this accomplished? Catalogued by main library staff

   What classification scheme is used? LC

   What percentage of titles may be borrowed by library patrons? ___

3. How many journal titles are in the collection? ___

   How many current subscriptions does the library carry? ___

   Are journals ordered through a subscription agency? ___

   If yes, which one? ___
For how many years does the library retain most titles?  
How many titles are bound? 15 Microfilmed? 114

4. List literature indexes currently subscribed to by the library (e.g. Index Medicus, Social Science Index, Biological Abstracts, etc.)

all in Galileo

List computerized bibliographic data bases which are available in the library.

5. Are audio-visual materials included in the library collection? Yes

If yes, how many? 800

What formats (slides, films, etc.)? Films videos

What AV equipment is available for in-library use? VCR

6. List library functions which are automated, indicating types of hardware and software or subscription services employed.

circ. - Voyager from Endeavor Information Systems.

cataloging-

7. List other collections/libraries available within the institution.

Stewart Library

8. List other health science library collections available for your use.

more

9. List cooperative library network affiliations.

Galileo
DESCRIPT THE LIBRARY SERVICES

1. When is the library open? \textit{M-Th 10am-10pm Fri 10-4 Sun 6-10pm}

When is the library staffed? \underline{all open hours}

Who has access to the library after hours? \underline{library staff}

2. Will the library request reference assistance from an outside source if internal resources are inadequate? \underline{yes from Stewart Library or from misc. websites dealing w/my subject areas.}

If yes, what libraries or information sources do you contact?

3. Check below, in Column A: those services which are provided by the library (whether or not patrons have requested them)

Check below, in Column B: the number of times each service is rendered, on the average, in one month

<table>
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<td>✓ 40 Reference assistance</td>
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<td>✓ 15 Literature search assistance (by hand)</td>
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<td>✓ 100 Computerized literature searches</td>
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<td>✓ 200 Patron self-service photocopies</td>
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<td>✓ 10 Photocopy service</td>
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<td>✓ 5 Interlibrary loan service</td>
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<td>✓ 5 Reference citation verification</td>
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<td>✓ 0 Preparation of bibliographies</td>
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Orientation lectures/tours
Order processing for departments
Personal book orders
Seek outside reference assistance
Schedule meetings held in library
Schedule use of audiovisuals
Patient library services
"New Books" list
Bulletin board
Exhibits
Maintain institution's archives
Accept gifts
Page house staff/employees
Other
Other
Other
Other

SURVEY COMPLETED BY

Name Becky Merritt modem
Title Health Sciences Librarian
Date 11/18/03
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

APPLICANT/MEMBER SURVEY

Institution Name Roosevelt Institute
Library Name Professional Library
Address 6391 Roosevelt Highway
P. O. Box 1000
Warm Springs, GA 31830
Phone 706-656-5616

DESCRIBE THE INSTITUTION WHICH THIS LIBRARY SERVES

1. Parent institution or corporate affiliation Georgia Department of Labor

2. Check all appropriate institution objectives:
   
   Care of short-term medical/surgical patient
   Care of chronically ill
   X Care of special patient (specify) Medical rehabilitation services provided to patients with stroke, head injuries and spinal cord injuries. Vocational services offered to people with learning disabilities and mental retardation.

   Education
   Research

   Other (specify)

3. List the principal fields or disciplines which comprise the total institution (medical specialties, departments or divisions, educational degree programs, or other focal points)
   The staff includes psychiatrists, occupational therapists, physical therapists, nurses, speech pathologists, psychologists, rehabilitation counselors

4. What is the total number of employees? 450 Medical staff? 10 Students 10
5. What is the licensed number of patient beds (if applicable)? [70]

6. What accreditation body evaluates this institution? [CARF, JCAHO]

Date of last visit [Sept. 2001], SCAHO [Feb. 2002]

Library Services found adequate, encouraged to make library more accessible.

DESCRIBE THE LIBRARY'S RELATIONSHIP TO THE INSTITUTION

1. What division or department governs the library? [Organizational and Performance]

2. When was the library established? [1990]

3. Where is the library located? [Founders Hall]

4. How many square feet does the library occupy? [800]

5. How many patron seats are available? [6]

6. How many linear feet of shelving are there? [534]

7. What is the source of library funding? (Check all that apply)

   [X] Institution budget  [ ] Patron fees  [ ] Gifts  [ ] Grant
   [ ] Other (specify) [______________]

DESCRIBE THE LIBRARY'S MANAGEMENT STRUCTURE

1. Is there a library committee? [NO]

   What departments, specialties, etc., are represented in the committee membership?
   [______________]

   What is the committee's role? [______________]

2. Who is responsible for the selection of library materials? [The Librarian]
3. What is the library manager's job title? Librarian, Senior

Who selects the library manager? Director of Organizational Performance

What non-library responsibilities does he/she have? No regular duties outside of library and archives

How many hours per week are devoted to library duties? 40

Describe his/her educational background and library-related work experience.
Librarian received his MLS from University of Illinois in 1990. He began work at Roosevelt Inst. in 1991.

List continuing education courses taken in the last three years.

- Informationist Teleconference New Routines Introduction to PDAs

List current library-related professional affiliations (personal and/or institutional).
- Georgia Health Science Library Association
- Medical Library Association
- Southern Chapter

4. List other library staff and full-time equivalent (FTE) hours worked:

   Professional (MLS): number __ ; FTE __

   Volunteer: number _ ; FTE .20

   Non-professional assistant: number __ ; FTE __

   Vocational Training Program: number _ ; FTE .20

   Student assistant: number __ ; FTE __

DESCRIPT THE LIBRARY'S PATRON POPULATION

1. Who currently uses the library? (e.g. students, physicians, faculty, research staff, etc.)
   The library is used mostly by physical therapy and occupational therapy interns. All professional disciplines have used the library on occasion but not regularly.

2. Which of these patron groups utilize the library the most? (answered above)
3. List other potential users.
   
   patients, historians, local physicians

4. Is your full range of library services offered to all patrons? Specify exceptions, if any.
   
   Archive material is not checked out to non-staff members

DESCRIBE THE LIBRARY COLLECTION AND RESOURCES

1. Check the appropriate budget range for library resources only (exclude personnel, operating supplies, capital expenses):

   - Under $5,000
   - $5,000-10,000
   - $10,000-15,000
   - $16,000-20,000
   - $20,000-25,000
   - $25,000-30,000
   - $30,000-35,000
   - $41,000-50,000
   - Over $50,000

2. How many books are there in the collection? 2100

   What percentage of these were published in the last five years? 3 to 5%

   six to ten years? 10-15%

   Is the book collection cataloged? Yes

   How is this accomplished? Cataloging is purchased from GAIN

   What classification scheme is used? NLM

   What percentage of titles may be borrowed by library patrons? 99 percent

3. How many journal titles are in the collection? 219

   Many historical titles

   How many current subscriptions does the library carry? 38

   Are journals ordered through a subscription agency? Yes

   If yes, which one? Basch
For how many years does the library retain most titles? 10 Years, rehab titles
How many titles are bound? 2 Microfilmed? 0 Kept permanently

4. List literature indexes currently subscribed to by the library (e.g. Index Medicus, Social Science Index, Biological Abstracts, etc.) None. Library has access to PubMed via internet and all the Ovid databases on a pay as you go basis. MD Consult, Nursing and Allied Health Collection available through GAIN membership

List computerized bibliographic data bases which are available in the library. (Answered above)

5. Are audio-visual materials included in the library collection? Yes

If yes, how many? About 50 items

What formats (slides, films, etc.)? Video tapes, Audio tapes, Audio CD's

What AV equipment is available for in-library use? TV VCR

6. List library functions which are automated, indicating types of hardware and software or subscription services employed.

Online catalog provided by GAIN

7. List other collections/libraries available within the institution.

The therapy department maintains a book and AV collection.

8. List other health science library collections available for your use.

GAIN membership provides access to the Mercer University School of Medicine Library and reference assistance when needed.

9. List cooperative library network affiliations.

GAIN SEND
DESCRIBE THE LIBRARY SERVICES

1. When is the library open? _8 A.M. to 5 P.M. Mon-Fri._
   When is the library staffed? _8 A.M. to 5 P.M. Mon-Fri._
   Who has access to the library after hours? _Staff & Interns._

2. Will the library request reference assistance from an outside source if internal resources are inadequate? _Yes._
   If yes, what libraries or information sources do you contact?
   _Mercer Univ. School of Medicine Library._

3. Check below, in Column A: those services which are provided by the library (whether or not patrons have requested them)
   Check below, in Column B: the number of times each service is rendered, on the average, in one month

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<td>Patron self-service photocopies</td>
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<td>Photocopy service</td>
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<td>Interlibrary loan service</td>
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<td>Y</td>
<td>Reference citation verification</td>
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<td>Preparation of bibliographies</td>
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<td>Editorial service</td>
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*I don't have scientific numbers I can give you on these. I do all of these things on occasion but not necessarily every month. Interlibrary loan filling and ordering is perhaps the most frequent activity on this list. During the past year, I have spent a lot of time on the Institute Archives.*
Orientation lectures/tours
Order processing for departments
Personal book orders
Seek outside reference assistance
Schedule meetings held in library
Schedule use of audiovisuals
Patient library services
"New Books" list
Bulletin board
Exhibits
Maintain institution's archives
Accept gifts
Page house staff/employees
Other
Other
Other

SURVEY COMPLETED BY

Name  Michael D. Shadix
Title  Librarian
Date  7/28/04
New members shall be approved for admission by a majority vote of Full members at a regular meeting and upon recommendation of the Executive Committee. Announcement of the request for membership must be made at a previous meeting and recorded in the minutes thereof. Full members shall agree:

a. to be governed by the Bylaws of the Atlanta Health Science Libraries Consortium (AHSLC)

b. to fulfill membership responsibilities contained in AHSLC's "Membership Standards & Responsibilities"

c. to maintain services, collection, staffing and facilities which meet standards contained in AHSLC's "Membership Standards & Responsibilities"

This agreement shall remain in effect until:

a. the institution terminates membership with 90 days written notice submitted to the Consortium Executive Committee

OR

b. the Consortium determines that the institution fails to abide by terms set forth in the above memorandum

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Roosevelt Warm Springs Institute for Rehabilitation

Institution

Michael D. Shade
Library Director Signature

Date 10/19

Administrator Signature

Date 10/19

Revised May 2004
Roosevelt Warm Springs Institute for Rehabilitation Member Application

Mike Shadix has submitted an application for Full Membership for the Professional Library at Roosevelt Warm Springs Institute for Rehabilitation.
It is located about an hour from Atlanta and the Institute provides medical rehabilitation services to patients with stroke, head injuries and spinal cord injuries. Vocational services are offered to people with learning disabilities and mental retardation.
It is a 70-bed facility and is accredited by JCAHO and the Commission on Accreditation of Rehabilitation Facilities (CARF).
The library was est. in 1940 and Mike is the full-time professional librarian – he has been there since 1991.
The library meets all the requirements for AHSLC full membership:
The book collection contains 2100 items; houses 219 journals with 38 current subscriptions. They have an online catalog, and are members of GAIN. The library also does ILL through DOCLINE.

I would like to open the floor to any discussion, comments, questions or concerns about this application...

If there is no further discussion, is there a motion to vote on this application?
A second?
All those in favor of accepting Roosevelt Warm Springs Institute for Rehabilitation into the Consortium as Full Member, please raise your hands now.

All those who would do not want to accept the application of Roosevelt Warm Springs Institute please raise your hands now.
Ms. Becky Smoke  
Health & Natural Sciences Library  
North Georgia College & State University  
238 Georgia Circle  
Dahlonega, GA  30597

March 30, 2004

Dear Becky,

The Atlanta Health Science Libraries Consortium would like to welcome the Health & Natural Science Library of North Georgia College & University as its newest member. At our March 18, 2004 AHSLC meeting your library was voted in as a Supporting Member to the Consortium.

In order to become a Full Member you must be able to participate in our Interlibrary Loan Exchange program. Once you have established access with NLM’s DOCLINE system, and are participating in our Interlibrary Loan program, you can apply for Full Membership by sending your request to the AHSLC Chairperson. As a Supporting Member you do have full voting and participation privileges in the Consortium.

We look forward to networking and sharing with your library. Please do not hesitate to contact any of the officers or committee chairs with questions or ideas you may have for the consortium.

Again, welcome to the Atlanta Health Science Libraries Consortium!

Sincerely,

Amy Harkness  
AHSLC Chair
Atlanta Health Science Libraries Consortium
Supporting Member Applicant Survey

Institution Name: Georgia Perimeter College
Library Name: Dunwoody Campus Library
Address: 2101 Womack Rd. Dunwoody, GA 30338
Phone/FAX: 770-551-3046, 770-551-3201
Contact Person: Stephen M. Kaplan
Survey Completed by: Stephen M. Kaplan
Title: Librarian/Assistant Professor
Date: 2/9/04

INSTITUTIONAL PROFILE

1. Programs/degrees in the Health Sciences
   - Dental Hygiene: A.A.S.
   - Pre-Med: A.S.
   - Pre-Pharm: A.S.
   - Nursing: A.S.

2. Number of students: 7101
   Number of health sciences students: 1250
3. Accreditation body/ies and current status

SACS - accredited

LIBRARY PROFILE

1. Date founded 1979
2. Square footage 49,000 sq ft
3. Total seats 250

4. Sources of funding

University System of Georgia

5. Total staff (FTE's) 20 Professionals 11.5
Other 8.5

6. Total collection size

Books 60,206 Periodical volumes 16,940

7. Collection size

Books Number published in last 5 years
Journals Number years journals retained 20 - 30
Number current subscriptions 616 (depends on date)
Number audiovisual materials 2594
8. Approximate budget for health sciences resources

Books

Journals

AV's

Included in budget

9. Major health sciences reference resources & formats

MEDLINE-GALILEO
CINAHL-GALILEO
Dorland's Stedman's
Mercu Manuel

PDR
Harrison's
Cecil
Gale Encyclopedia of Medicine

10. Other comments on collections

11. Library functions which are automated and software used

Circulation - Endeavor Voyager
Display - PowerPoint
Reference - GALILEO
Word Processing - Word
Spreadsheets - Excel

12. Interlibrary loan networks used

OCLC, GIL

Method for requesting/filling most loans: Not applicable - handled through Charleston campus

FAX ILL service available? see above
Volume of interlibrary loan requests \( \frac{25}{\text{month}} \)

Volume of interlibrary loan fills \( \frac{15}{\text{month}} \)

Volume of health sciences interlibrary loan requests \( \frac{\text{NT}}{\text{month}} \)

Volume of health sciences interlibrary loan fills \( \frac{\text{NT}}{\text{month}} \)

13. Institutional health sciences collections housed outside the library

Dental Hygiene

14. Cooperative library network affiliations

OCLC

GIL Users Group

ALA

15. Library hours

7:45 AM - 10 PM / M - Th,
7:45 AM - 5 PM / F

10 AM - 3 PM / Sat,
2 PM - 6 PM / Sun.

16. Library services and volume (check all that apply - add any comments)

Service and Any Fees/Charges \( \# / \text{month} \)

\[ \checkmark \text{Reference assistance} \]

\[ \text{500 (overall activity)} \]

\[ \text{Faculty} \]

Computer searches by library

\[ \text{See above} \]
End user searching  

Computer search instruction

Self-service photocopy  
Numbers not kept

Photocopy by library staff  
NA

Interlibrary Loan Service  
8.10/19. hard copy  8. 25/19. microfiche

Orientation lectures/tours  
20

Other:
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM
MEMBERSHIP STANDARDS & RESPONSIBILITIES

Part I: Eligibility Requirements for Membership

I. Services

A. Minimum services provided should include:
   a) factual information, referral, and ready reference;
   b) document delivery including interlibrary loan;
   c) photocopy facilities available to library users.

B. At least two of the following services should also be provided:
   a) audiovisual services or coordination with the department handling audiovisuals;
   b) computerized bibliographic literature searching, which can be available from outside sources;
   c) user orientation and education.

II. Collection

Minimum collection should include:
   a) Books
      entire collection = 150 + titles
   b) Journals
      current subscriptions = 25 + titles
      journal backfile = 5 + years for institution over 5 years old
   c) Indexes or a computerized database:
      covering appropriate subject field(s) (Medline, CINAHL, Healthstar and so forth).
   d) Audiovisuals
      as stated under Section IB, item a. above.
   e) Technical Services
      automated or manual library systems for cataloging, acquisitions, circulation, interlibrary loan, and serials control.

III. Staff

The library shall have at least one part-time suitably trained library employee with assigned library hours of no less than 15 per week. If the above-mentioned library employee is not a professional librarian, the institution should contract with a qualified professional librarian, preferably one who meets the standards set by the Joint Commission on Accreditation of Health Care Organizations (JCAHO) and/or the Medical Library Association (MLA).

Facility

Whenever possible, the area designated for the professional library is reserved for that purpose only.

Revised May 2004
PART 2: Document Delivery Responsibilities of Full Members

Additional Responsibilities of Full Members.

I. Document Delivery:

A. Member representatives shall comply with serials holdings information submission guidelines for AHSLC resource sharing systems (SERHOLD and / or GOLD). Member representatives shall also maintain current document delivery policy information in the systems.

B. New member representatives shall make available to all other members, within three months of membership acceptance:

1) Serials holdings information
2) Document Delivery policy information (if not included in, or if additional to), Region 2 ILL policy compilation
3) Mailing labels (if needed)

C. Members shall provide document delivery service to other members and those consortia or institutions with which the AHSLC maintains special agreements.

D. Members and their representatives shall comply with document delivery guidelines either recommended by AHSLC Collection Management committee, approved by a majority of members, or contained in inter-consortium agreements, including those on:

1) Turnaround time
2) DOCLINE routing table structure

II. Additional Responsibilities of Full Members:

Full Members and/or their representatives shall support AHSLC goals and objectives by fulfilling the following responsibilities annually:

A. Attending no fewer than three of the regular AHSLC meetings,

B. and one of the following:

1) Hosting an AHSLC meeting
2) Serving as an AHSLC committee member
3) Serving as an AHSLC officer
4) Actively participating in an AHSLC program.

Revised May 2004
ARTICLE I – NAME

The official name of this organization shall be the Atlanta Health Science Libraries Consortium.

ARTICLE II – OBJECTIVES

The purpose of the Consortium shall be:

1) To become acquainted and foster better communications among the health science librarians in the Atlanta region.
2) To cooperate in the exchange of information and share our existing resources to greater mutual advantage.
3) To strengthen resources and library services through cooperative programs and funding.
4) To promote continuing education of health science librarians.
5) To assist in the development and growth of health science libraries in the Atlanta region.
6) To cooperate in the development and maintenance of resource sharing tools.
7) To facilitate interlibrary loans and other activities.
8) To demonstrate an active interest in the continuing education of the health community by providing information on the library services and resources available locally and through the national biomedical network.
9) The Atlanta Health Science Libraries Consortium shall be a non-profit organization.

ARTICLE III–MEMBERSHIP AND VOTING

Section 1. Full membership shall be for health science libraries with continuing parent institution financial support and interest which meet the member eligibility requirements specified in the Atlanta Health Science Libraries Consortium Membership Standards and Responsibilities. The librarian or her/his delegate shall officially represent the member library and cast its vote and shall be eligible to hold office.

Section 2. Supporting membership may be held by resource, college, and university libraries, such as CDC, Emory, GSU, Clayton State College, and Morehouse School of Medicine, for the purpose of coordinating, extending, or supporting health science information services in the Atlanta region.

Revised May 2004
Section 3. Retired individuals, who represented member institutions, can be given Honorary / Emeritus Member status, which is nonvoting.

Section 4. New members shall be approved for admission upon recommendation of the Executive Committee, receipt of a signed Memorandum of Agreement (Full Members) and a majority vote at a regular meeting.

Failure to abide by the Memorandum of Agreement may prompt Executive Committee review of and possible termination of a library’s membership. Action may be taken following Executive Committee recommendation and a majority vote by members at a regular meeting.

Section 5. Voting privileges shall be as following:

a) The delegate from a Full or Supporting Membership library shall have one vote.

b) Absentee voting shall be allowed by proxy.

Section 6. A Supporting Member library’s delegate may change membership status by submitting a written request to the Consortium Chairperson followed by approval of the Executive Committee or terminate membership with 90 days notice in writing to the Executive Committee.

IV -- ARTICLE-DOCUMENT DELIVERY

To maintain full membership in the Atlanta Health Science Libraries Consortium, Interlibrary loans shall be provided at no charge.

Revised May 2004
ARTICLE V – OFFICERS

Section 1. The Chairperson shall preside at all meetings of the consortium and of the Executive Committee, and shall be a member, ex officio, of all committees and designate the chairperson of each committee.

Section 2. The Vice-Chairperson shall, in the absence of the Chairperson, preside and assume all the duties of the Chairperson. The Vice-Chairperson shall perform other duties as assigned.

Section 3. The Secretary shall be responsible for all record keeping and reporting of the business meetings and for all correspondence, which is not a function proper to other offices, or to committees. The Secretary will assure that an accurate membership listing is maintained and distributed at least annually.

Section 4. A treasury may be created and maintained for the duration of specific events and projects. A treasurer shall be appointed for the duration of the project and will be appointed by the Executive Committee. Any funds remaining in the treasury at the end of the project or event may be considered for donation to a “caring” or other appropriate fund.

Section 5. At the September meeting the Chair will appoint a Nominating Committee to select candidates for the following year. The committee shall submit its recommendations to the membership in writing at least two weeks prior to the November meeting. Candidates may be full or supporting members who have been in the AHSLC for at least one year and active on one committee.

Section 6. At the close of the November meeting the Vice-Chairperson shall assume the office of Chairperson for the following year. All other officers shall be elected by majority vote at the November meeting. The Vice-Chairperson and Secretary serve one-year terms. Terms of office shall begin at the close of the November meeting.

Section 7. Should a position become vacant, the Chair will appoint a temporary replacement until the time of the next election. Should less than half of the term remain, the pro-tem officer would be eligible to serve another term.

Section 8. No member shall hold more than one office at a time.

Revised May 2004
ARTICLE VI – MEETINGS

Section 1. Meetings of the Consortium shall be held at regular intervals.

Section 2. Commercial vendors may be invited to make presentations if a majority vote by members permits this.

Section 3. Special meetings may be called by the Chairperson or by the Executive committee.

Section 4. A majority of the delegates from Full Member libraries shall constitute a quorum. It shall be understood that a quorum must be present for a "majority vote," as specified in these Bylaws, to be valid.

Section 5. Only representatives of Member Institutions should be present at the Business Meeting. Guests of Member Institutions should be invited to Business Meeting or lunch only with prior approval of the Chairperson.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. The elected officers of the Consortium shall constitute the Executive Committee.

Section 2. The Executive Committee shall conduct the business of the Consortium in accordance with the Bylaws and with actions taken at meetings of the Consortium and make recommendations to the Consortium regarding coordinated programs and services.

Section 3. Meetings of the Executive committee shall be called by the Chairperson or at the request of two members of the committee.

ARTICLE VIII – AD HOC COMMITTEES

Ad Hoc Committees shall be appointed as required by the Chairperson to serve as long as she/he deems necessary.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Consortium in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE X – AMENDMENT OF BYLAWS

These bylaws can be amended at any regular meeting of the consortium by a majority vote, provided that the amendment has been submitted to the membership in writing and discussed at the previous regular meeting or mailed at least 30 days prior to the next regular meeting.

ARTICLE XI – DUES

Minimal dues, as determined by the membership, may be assessed of each member.

Revised May 2004
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM
MEMORANDUM OF AGREEMENT

New members shall be approved for admission by a majority vote of Full members at a regular meeting and upon recommendation of the Executive Committee. Announcement of the request for membership must be made at a previous meeting and recorded in the minutes thereof. Full members shall agree:

a. to be governed by the Bylaws of the Atlanta Health Science Libraries Consortium (AHSLC)

b. to fulfill membership responsibilities contained in AHSLC’s “Membership Standards & Responsibilities”

c. to maintain services, collection, staffing and facilities which meet standards contained in AHSLC’s “Membership Standards & Responsibilities”

This agreement shall remain in effect until:

a. the institution terminates membership with 90 days written notice submitted to the Consortium Executive Committee

OR

b. the Consortium determines that the institution fails to abide by terms set forth in the above memorandum

______________________________________________________ Date __ __

Library Director Signature

_____________________________________________________ Date __ _

Administrator Signature

Revised May 2004
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM
APPLICANT/MEMBER SURVEY

Institution Name: Georgia Campus - Philadelphia College of Osteopathic Medicine
Library Name: Information Commons
Address: 625 Peachtree Rd. NW
         Atlanta, GA 30309-2937
Phone: (404) 225-7541

DESCRIBE THE INSTITUTION WHICH THIS LIBRARY SERVES

1. Parent institution or corporate affiliation: Philadelphia College of Osteopathic Medicine

2. Check all appropriate institution objectives:
   - Care of short-term medical/surgical patient
   - Care of chronically ill
   - Care of special patient (specify)
   - Education
   - Research
   - Other (specify)

3. List the principal fields or disciplines which comprise the total institution
   (medical specialties, departments or divisions, educational degree programs, or other focal points)
   Doctor of Osteopathic Medicine
   Master of Science Degree in Biomedical Sciences
   Certificate of Graduate Study in Biomedical Sciences

4. What is the total number of employees? 50 Medical staff, 4 Students, 239

1
5. What is the licensed number of patient beds (if applicable)?

6. What accreditation body evaluates this institution? American Osteopathic Association

Date of last visit: 10/07  List comments made about library below.

Meets all accreditation standards.

DESCRIBE THE LIBRARY'S RELATIONSHIP TO THE INSTITUTION

1. What division or department governs the library? Dean's office

2. When was the library established? 2005

3. Where is the library located? Education Bldg, Swanee campus

4. How many square feet does the library occupy? 10,500 sq. ft.

5. How many patron seats are available? 170

6. How many linear feet of shelving are there? 180

7. What is the source of library funding? (Check all that apply)
   ✔ Institution budget   Patron fees   Gifts   Grant
   ___ Other (specify)

DESCRIBE THE LIBRARY'S MANAGEMENT STRUCTURE

1. Is there a library committee? Yes

   What departments, specialties, etc., are represented in the committee membership?
   Basic Science dept., Osteopathic Manipulative Medicine collection

   What is the committee’s role? Advise EMS libraries program, direct

2. Who is responsible for the selection of library materials? Library staff
3. What is the library manager’s job title? Reference & Education Librarian
Who selects the library manager? Vice Dean & Chief Academic Officer
What non-library responsibilities does he/she have? None
How many hours per week are devoted to library duties? 40
Describe his/her educational background and library-related work experience.
Master of Science in Information Science
6 years - Public Services Librarian, Tarrant County College
List continuing education courses taken in the last three years.
01/02/07 Finding the Trends that Matter (5 hrs) 01/02/07 Dealing with Difficult People (3 hrs)
03/03/06 Always a Riva Sometimes a Library (6 hrs) 05/03/06
10/02/06 Best New Technologies: Keeping Up with the Buzz (5 hrs)
List current library-related professional affiliations (personal and/or institutional).
Texas Library Association member
Georgia Health Science Libraries Consortium
Southern Chapter Medical Library Association
4. List other library staff and full-time equivalent (FTE) hours worked:
Professional (MLS): number: FTE
Volunteer: number: FTE
Non-professional assistant: number: FTE
Other: number: FTE
Student assistant: number: FTE

DESCRIBE THE LIBRARY’S PATRON POPULATION
1. Who currently uses the library? (e.g. students, physicians, faculty, research staff, etc.)
al of the above
2. Which of these patron groups utilize the library the most? Students
3. List other potential users.

4. Is your full range of library services offered to all patrons? Specify exceptions, if any.
   
   Yes, no exceptions

DESCRIBE THE LIBRARY COLLECTION AND RESOURCES

1. Check the appropriate budget range for library resources only (exclude personnel, operating supplies, capital expenses):

   - Under $5,000
   - $5,000-10,000
   - $10,000-15,000
   - $15,000-20,000
   - $20,000-25,000
   - $25,000-30,000
   - $30,000-35,000
   - $35,000-40,000
   - $40,000-45,000
   - Over $50,000

2. How many books are there in the collection? 3,000

   What percentage of these were published in the last five years? 90%.
   
   Six to ten years? ________

   Is the book collection cataloged? Yes

   How is this accomplished? Main Campus in Philadelphia via OCLC

   What classification scheme is used? NLM

   What percentage of titles may be borrowed by library patrons? 85%.

3. How many journal titles are in the collection? 30 (print subscriptions)

   How many current subscriptions does the library carry? 35 (+ magazines)

   Are journals ordered through a subscription agency? Yes

   If yes, which one? EBSCO
For how many years does the library retain most titles? Rest are electronic
How many titles are bound? None. Microfilmed? None.

4. List literature indexes currently subscribed to by the library (e.g. Index Medicus, Social Science Index, Biological Abstracts, etc.)

   no print indexes

List computerized bibliographic data bases which are available in the library.

   AMED, AHINDEX, CINAHL, MEDLINE

5. Are audio-visual materials included in the library collection? Yes

   If yes, how many? 250

   What formats (slides, films, etc.)? DVD, VHS, CD

   What AV equipment is available for in-library use? DVD players via PC, workstations

6. List library functions which are automated, indicating types of hardware and software or subscription services employed.

   Endeavor & Voyager automation system; has modules for acquisitions, cataloging, circulation, reporter

7. List other collections/libraries available within the institution.

   Philadelphia College of Osteopathic Medicine - Philadelphia, PA

8. List other health science library collections available for your use.

   ILL through DECLINE

9. List cooperative library network affiliations.

   GALILEO (Georgia Library Learning Online)
   GPAALS (Georgia Private Academic Libraries)
DESCRIBE THE LIBRARY SERVICES

1. When is the library open? (6 a.m. - midnight / 2 a.m. (alternates))
   When is the library staffed? 8 a.m. - midnight
   Who has access to the library after hours? Librarian / full-time library assistant

2. Will the library request reference assistance from an outside source if internal resources are inadequate? Yes
   If yes, what libraries or information sources do you contact?
   
   Philadelphia College of Osteopathic Medicine,
   Gwinnett Medical Center, Decline

3. Check below, in Column A: those services which are provided by the library
   (whether or not patrons have requested them)
   Check below, in Column B: the number of times each service is rendered, on the average, in one month

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Personal book orders
Seek outside reference assistance
Schedule meetings held in library
Schedule use of audiovisuals
Patient library services
"New Books" list
Bulletin board
Exhibits
Maintain institution's archives
Accept gifts
Page house staff/employees
Other
Other
Other
Other

SURVEY COMPLETED BY

Name  Melissa Speed
Title  Reference & Education Librarian
Date  20 March 2008
ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM
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Georgia campus - Philadelphia College of Osteopathic Medicine

Library Director Signature

Date 9/25/2008

Administrator Signature

Date 10/16/2008

July 2000