

# 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 30001  
 Phone 944-5015

### DESCRIBE THE INSTITUTION WHICH THIS LIBRARY SERVES

- Parent institution or corporate affiliation Cobb General Hospital
- 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 Med.  
Pediatrics, Surgical - outpatient -  
O.B. Gyn.
  - ☒ Education
  - ☒ Research
  - ☐ Other (specify) \_\_\_\_\_
- List the principal fields or disciplines which comprise the total institution (medical specialties, departments or divisions, educational degree programs, or other focal points)

- What is the total number of employees? 900 Medical staff? 250 Students? 0
- What is the licensed number of patient beds (if applicable)? 333
- What accreditation body evaluates this institution? J.C.A.H.
- Date of last visit Nov-1985 List comments made about library.

### DESCRIBE THE LIBRARY'S RELATIONSHIP TO THE INSTITUTION

- What division or department governs the library? Personnel
- 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      ☐ \$11,000-15,000      ☐ \$21,000-30,000      ☐ \$41,000-50,000  
☒ \$5,000-\$10,000      ☐ \$16,000-20,000      ☐ \$31,000-40,000      ☐ Over \$50,000

2. How many books are there in the collection? 76

What percentage of these were published in the last five years? 100; six to ten years? 0

Is the book collection cataloged? yes How is this accomplished? Marative

What classification scheme is used? N.L.M.

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

3. How many journal titles are in the collection? 5000 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; 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,  
Cumulated Index Medicus, Cumulative Index to Nursing & 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.) tapes

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

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

- Medline, NATIONAL LIBRARY OF SCIENCE will be available Fall 1986

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

NONE

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

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

Who selects the library manager? Personnel / Assistant Administer

What non-library responsibilities does he/she have? Physician Referral Services

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

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

List continuing education courses taken in the last three years.

J.E. ATLantic - Reginal Med. Lib. Servita - Adm. Skills in Hosp  
List current library-related professional affiliations (personal and/or institutional). 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.  
 When is the library staffed? Early morning 8:30 - 1:30 Afternoon - 2-4 PM  
 Who has access to the library after hours? Physicians - Nursing Supervisors
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

3. 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

A	B		A	B	
<input checked="" type="checkbox"/>	10	Getting materials from shelf for patron	<input checked="" type="checkbox"/>	3	Seek outside reference assistance
<input checked="" type="checkbox"/>	3	Reference assistance	<input checked="" type="checkbox"/>	2	Schedule meetings held in library
<input checked="" type="checkbox"/>	3	Literature search assistance (by hand)	<input checked="" type="checkbox"/>	1	Schedule use of audiovisuals
		Computerized literature searches			Patient library services
<input checked="" type="checkbox"/>	5	Patron self-service photocopies	<input checked="" type="checkbox"/>		"New Books" list
<input checked="" type="checkbox"/>	5	Photocopy service	<input checked="" type="checkbox"/>		Bulletin board
<input checked="" type="checkbox"/>	3-5	Interlibrary loan service	<input checked="" type="checkbox"/>		Exhibits
		Reference citation verification			Maintain institution's archives
		Preparation of bibliographies	<input checked="" type="checkbox"/>	1	Accept gifts
		Editorial service			Page house staff/employees
<input checked="" type="checkbox"/>	1	Orientation lectures/tours			Other _____
		Order processing for departments			Other _____
<input checked="" type="checkbox"/>	3	Personal book orders			Other _____

## SURVEY COMPLETED BY

Name Ellen Lewis  
 Title Medical Librarian  
 Date 8-4-86

ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM  
APPLICANT/MEMBER SURVEY

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:

☒ 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:

<u>160</u> MD	_____ Pharmacists
<u>1</u> DO	_____ Dietitians
_____ PhD	_____ Physical therapists
_____ RN	_____ Respiratory therapists
_____ LPN	_____ Medical technicians
_____ Residents	_____ Radiologic technicians
_____ Med students	_____ Other _____
<u>2</u> Educators	_____ 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?

1 - medicine; 1-surgery; 1-family practice; 1 administration

1 - 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

x \_\_\_\_\_ \$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.) of Medicine pending

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

17. How many books are in the collection? 51 (all new, selected from  
basic list for small  
What percentage of these books have a publication date within the last medical  
five years? all; six to ten years? \_\_\_\_\_; eleven to twenty years? libraries  
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? 0; 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

23. List other local health science library collections available for your use.

Clayton General Hospital (25 minutes away)

Clayton Jr. College (25 minutes away)

24. List cooperative <sup>library</sup> network affiliations.

0

25. When is the library open?

The library is never locked.

When is the library staffed?

Who has access to the library after hours? M-F, 8:00 a.m.-4:30 p.m. (by Medical Records)

- | 26. Check 'who may:                 | use the library                          | borrow materials                    |
|-------------------------------------|--|-------------------------------------|
| Professional staff                  | <u>x</u>                                 | <u>      </u>                       |
| Medical staff                       | <u>x</u>                                 | <u>      </u>                       |
| Nursing staff                       | <u>x</u>                                 | <u>      </u>                       |
| Students                            | <u>x</u>                                 | <u>      </u>                       |
| Public                              | <u>x (under supervision;</u>             |                                     |
| Other <u>                    </u>   | <u>not generally open to the public)</u> |                                     |
| <u>                            </u> | <u>                            </u>      | <u>                            </u> |

27. Check all services provided by the library:

- |  |   |
|--|---|
| <u>      </u> Preparation of bibliographies          | <u>      </u> Department book orders              |
| <u>  x  </u> Literature search assistance            | <u>      </u> Physician (personal) book orders    |
| <u>      </u> Verification of bibliographies         | <u>  x  </u> Accept gifts                         |
| <u>      </u> Editorial assistance                   | <u>      </u> Prepare exhibits                    |
| <u>      </u> Orientation lectures                   | <u>  x  </u> Prepare "new book" list              |
| <u>      </u> Journal routing                        | <u>  x  </u> Maintain bulletin board              |
| <u>      </u> Scheduling audiovisuals, etc.          | <u>      </u> Maintain archives                   |
| <u>  x  </u> Getting materials from shelf for patron | <u>  x  </u> <u>Document delivery</u>             |
| <u>      </u> Patient library services               | <u>      </u> <u>Paging house staff</u>           |
| <u>  x  </u> <u>Photocopy</u>                        | <u>      </u> <u>                            </u> |

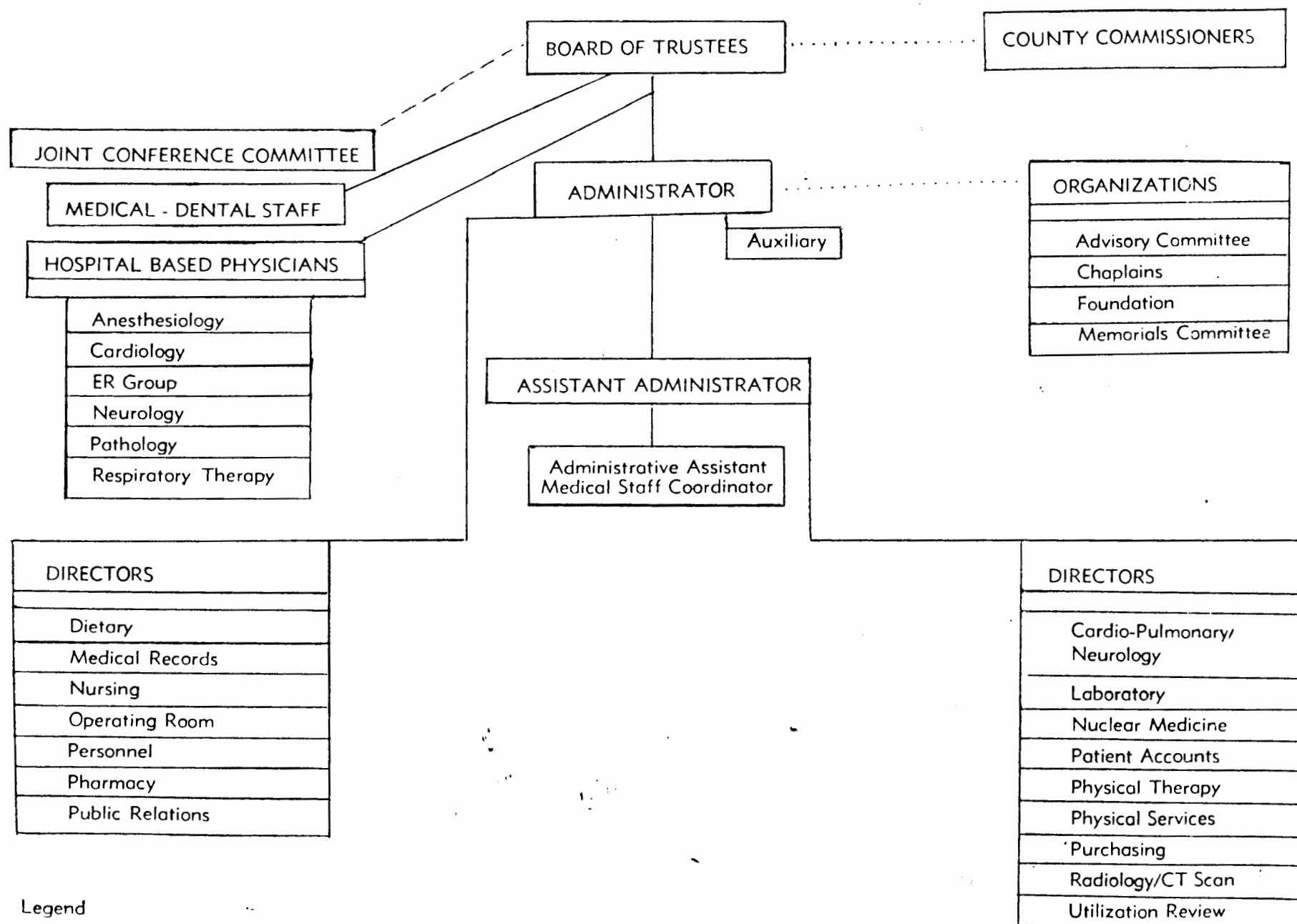


28. Can the library provide a photocopy upon patron request? x

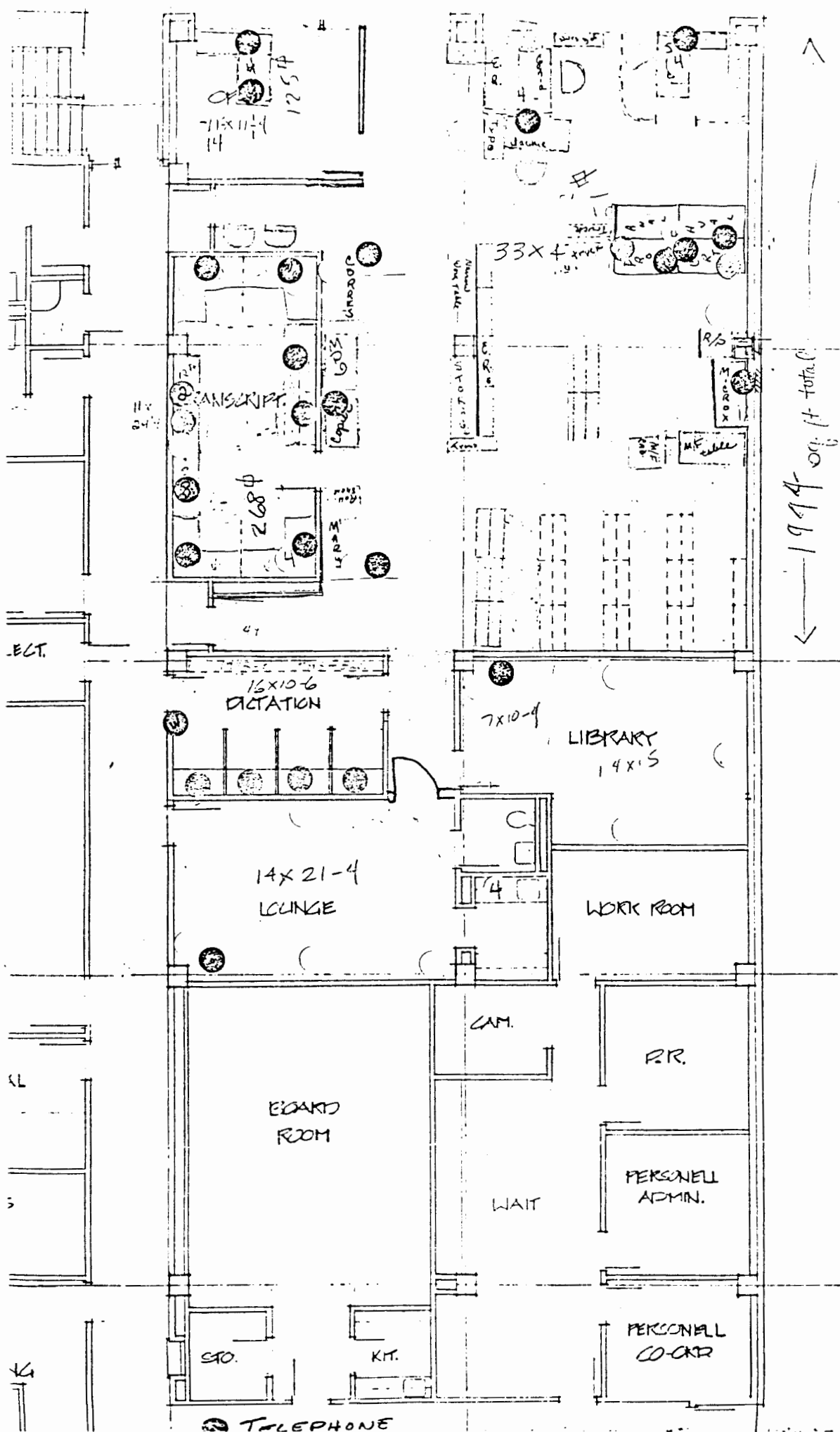
ADDENDUM

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.



Governing Board Approval: January 16, 1984



# ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

## APPLICANT/MEMBER SURVEY

1. Institution name Henrietta Eggleston 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:

- ☒ 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)? 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:

<u>400</u> MD	<u>18</u> Pharmacists
<u>1</u> DO	<u>3</u> Dietitians
<u>-</u> PhD	<u>6</u> Physical therapists
<u>369</u> RN	<u>34</u> Respiratory therapists
<u>12</u> LPN	<u>42</u> Medical technicians
<u>N/A</u> Residents	<u>14</u> Radiologic technicians
<u>N/A</u> Med students	Other _____
<u>7</u> Educators	Other _____

7. List the residency training programs and the number of residents in each:

Emory University of Medicine Affiliated Hospitals Residency Training Programs:

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

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

Nursing	Student enrollment figures unavailable.
Dietary	Varies monthly.
Social Services	
Chaplaincy	
Administrative	
Physical Therapy	

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: 1 number of staff; .5 FTE  
Technical:        " " "        "  
Student:        " " "        "  
Volunteer:        " " "        "

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

14. Check the appropriate budget range for library materials only:

<u>X</u> Under \$5,000	<u>      </u> \$21,000-\$30,000
<u>      </u> \$6,000-\$10,000	<u>      </u> \$31,000-\$40,000
<u>      </u> \$11,000-\$15,000	<u>      </u> \$41,000-\$50,000
<u>      </u> \$16,000-\$20,000	<u>      </u> Over \$50,000

15. What is the source of library funds?

<u>X</u> Institution budget	<u>X</u> Gifts
<u>X</u> Patron fees	<u>      </u> Other <u>                    </u>

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?

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

Staff Development (nursing emphasis), Anesthesiology

Emory Medical, VA Hospital

Emory Medical

6:30am - 9:00pm M-F, 8:00am - 1:00pm Sat., 1:00 - 6:00pm Sun.

Who has access to the library after hours? Medical staff

Professional staff

X

Medical staff

---

X

Nursing staff

---

## Students

---

X

Public

---

Other

---

27. Check all services provided by the library:



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? 80

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:

	PHYS	RES	NURS	ALLY	ADM	FAC	STUDENT
Photocopy	20	5	0	0	5	-	0
Book circulation	30	40	20	10	5	-	10
<del>ILL</del> <del>ILLUSTRATION</del>	10	10	2	0	1	-	5
Lit search	2	0	0	0	0	-	0
AV							
Other							

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

# MERCER

H. Custer Naylor Library

## 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.

MERCER UNIVERSITY ATLANTA  
345 Boulevard, NE  
Atlanta, Georgia 30312  
(404) 688-6291

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

☒ 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 pf 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

Planning

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    ☒ 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 the Centers for Disease Control for 3 years; currently librarian at Doctors Hospital

List continuing education courses taken in the last three years.

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 (MLS):	number <u>    </u> ; FTE <u>    </u>	Volunteer:	number <u>    </u> ; FTE <u>    </u>
Non-professional assistant:	number <u>    </u> ; FTE <u>    </u>	Other <u>    </u> :	number <u>    </u> ; FTE <u>    </u>
Student assistant:	number <u>    </u> ; FTE <u>    </u>		

### 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):

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

2. How many books are there in the collection? 3197

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 ; microfilmed? '82 & '83  
limit set Federal Register on microfiche

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

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: 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

A	B		A	B	
<u>X</u>	<u>20</u>	Getting materials from shelf for patron	<u>X</u>	<u>8</u>	Seek outside reference assistance
<u>X</u>	<u>20</u>	Reference assistance			Schedule meetings held in library
		Literature search assistance (by hand)			Schedule use of audiovisuals
<u>X</u>	<u>will</u>	Computerized literature searches			Patient library services
<u>send to Emory if requested</u>			<u>X</u>	<u>1</u>	"New Books" list
<u>X</u>	<u>4</u>	Patron self-service photocopies			Bulletin board
<u>X</u>	<u>4</u>	Photocopy service			Exhibits
<u>X</u>	<u>8</u>	Interlibrary loan service			
<u>X</u>	<u>4</u>	Reference citation verification	<u>X</u>	<u>will</u>	Maintain institution's archives
<u>X</u>	<u>1</u>	Preparation of bibliographies	<u>be beginning this on a regular</u>	<u>2</u>	Accept gifts basis
		Editorial service			Page house staff/employees
<u>X</u>	<u>will</u>	Orientation lectures/tours			Other
<u>provide</u>					Other
<u>X</u>	<u>2</u>	Order processing for departments			Other
<u>X</u>	<u>2</u>	Personal book orders			Other

## SURVEY COMPLETED BY

Name Anne Bao

Title Librarian

Date 2/26/86

s. Allen

ATLANTA HEALTH SCIENCES LIBRARIES CONSORTIUM  
APPLICATION FOR MEMBERSHIP

DATE:

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)

**A**RMCMC is  
*committed to  
quality health  
care and  
recognizes the  
need to expand  
and grow.*

## 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.



**Our  
internship  
program  
provides  
practical  
knowledge  
and necessary  
skills.**

## NURSING INTERNSHIPS

Three nursing internships are available at Athens Regional Medical Center including Critical Care, Emergency and Medical-Surgical. The internship program is designed to provide professional nurses with 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 interns 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  
166 Pryor Street, S.W.  
Atlanta, Georgia 30303

**Or phone:** (404) 656-7084

**The ARMC  
team works  
together in an  
atmosphere  
of mutual  
respect.**

*Athens Regional Medical Center is committed to providing  
the northeast Georgia community with quality health care.  
We would like you to become part of that commitment!*

As one of the area's largest health care institutions, Athens Regional Medical Center is a progressive, 295-bed, acute-care facility with more than 1,500 dedicated employees and a 240-member medical staff. Our professional nursing program complements a wide range of services that offers everything a modern hospital needs to meet the demands of the citizens it serves.

The best news about Athens Regional is the people... the people that make up our quality health care team. We think our teamwork philosophy is the key to our success. Together, we care for the frightened child going to surgery, or for the family that has learned their loved one has cancer... we share in the joy of new parents and in the excitement of going home after a long hospital stay. We care for each other as we all strive to meet the daily demands our professions require. Should you join the ARMC team, you would work in an atmosphere of mutual respect that enables you to realize your full potential as a professional.

We invite you to take a few minutes to get to know Athens Regional Medical Center and share the spirit that makes us so unique....



5. What is the licensed number of patient beds (if applicable)? 295

6. What accreditation body evaluates this institution? JCAHO

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? CEO

2. When was the library established? 1960

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

4. How many square feet does the library occupy? 900 sq.ft. see attached

5. How many patron seats are available? 16

6. How many linear feet of shelving are there? 1208

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 (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

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

DOCTORS  
LOUNGE  
&  
LIBRARY  
673 SQ FT

The floor plan shows a large rectangular room at the top labeled 'DOCTORS LOUNGE & LIBRARY' with an area of 673 SQ FT. It contains a small square feature in the upper center. Below this room are two smaller rooms. The room on the left is labeled 'COPYING MACHINES' with an area of 98 SQ FT and has a door on its left wall. The room on the right is labeled 'OFFICE' with an area of 168 SQ FT and has a door on its bottom wall. The rooms are connected by a central corridor area.

COPYING  
MACHINES  
98 SQ FT

OFFICE  
168 SQ FT

**Pamela LeDell Davenport**  
**120 New Haven Drive**  
**Athens, GA 30606**  
**706/549-7459**

**OBJECTIVE:** Career opportunity in Library Science.

**EDUCATION:** M. Ed. in Library Education, University of Georgia; December, 1977.  
B.A. in Psychology, Georgia Southwestern College; December, 1976.  
Minor: sociology. Education 100% self-financed.

**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):

\_\_\_\_ Under \$5,000      \_\_\_\_ \$16,000-20,000      x \$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? 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

<u>A</u>	<u>B</u>	
<u>x</u>	<u>20</u>	Getting materials from shelf for patron
<u>x</u>	<u>20</u>	Reference assistance
<u>x</u>	<u>20</u>	Literature search assistance (by hand)
<u>x</u>	<u>40</u>	Computerized literature searches
<u>x</u>	<u>50</u>	Patron self-service photocopies
<u>x</u>	<u>300</u>	Photocopy service
<u>x</u>	<u>100</u>	Interlibrary loan service
<u>x</u>	<u>15</u>	Reference citation verification
<u>      </u>	<u>      </u>	Preparation of bibliographies
<u>      </u>	<u>      </u>	Editorial service

<u>  x  </u>	<u>  1  </u>	Orientation lectures/tours
<u>     </u>	<u>     </u>	Order processing for departments
<u>  x  </u>	<u>  5  </u>	Personal book orders
<u>  x  </u>	<u>  3  </u>	Seek outside reference assistance
<u>  x  </u>	<u>  1  </u>	Schedule meetings held in library
<u>     </u>	<u>     </u>	Schedule use of audiovisuals
<u>  x  </u>	<u>  2  </u>	Patient library services
<u>  x  </u>	<u>  1  </u>	"New Books" list
<u>  x  </u>	<u>  4  </u>	Bulletin board
<u>     </u>	<u>     </u>	Exhibits
<u>     </u>	<u>     </u>	Maintain institution's archives
<u>  x  </u>	<u>  1  </u>	Accept gifts
<u>  x  </u>	<u>  1  </u>	Page house staff/employees
<u>     </u>	<u>     </u>	Other _____
<u>     </u>	<u>     </u>	Other _____
<u>     </u>	<u>     </u>	Other _____

**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).



DeKalb  
Medical  
Center

2701 North Decatur Road  
Decatur, Georgia 30033  
(404) 501-1000

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 (AHS LC) representatives I want to welcome the Kennesaw State College Sturgis Library to our group. The AHS LC 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 AHS LC 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



ATTN: Mr. Dennis King  
DeKalb Medical Center  
404 301-1000

November 5, 1993

Emma Cottrell  
Library Director of Library Media Services  
Chattahoochee Tech Library  
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 (AHS LC) representatives I want to welcome the Chattahoochee Technical Institute Library to our group. The AHS LC 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 AHS LC 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 AHLSC'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

Athens Regional Medical Center  
Institution

Pamela Davenport Date 1/6/94  
Library Director Signature

[Signature] Date 1-10-94  
Administrator Signature



November 30, 1993

MEMO TO: AHSLC Full (voting) members

FROM: Marilyn Barry *mob*

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.

*Distance/how far  
away*

*Exec. committee members*

① Why no other exec.  
LRC-  
nursing dept rep. on Lib. comm.  
LRC-  
dept.  
committee (then the med  
24/7 (nursing/health)  
nurses? etc.?

② Athens Education  
is one of who else is  
Public library needs what are  
we missing that

③ BACS (same as EAIN)  
and service, open  
what it is

④ 40% borrowed less  
ref.

⑤ Index medical  
⑥ How were/for users who  
do?

Online card  
catalog  
Serials ✓ in media  
bar coding



# ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

## APPLICANT/ MEMBER SURVEY

*Ann Kramer*

Institution Name WINNETT 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 WINNETT HOSPITAL SYSTEM INC.

2. Check all appropriate institution objectives:

☒ Care of short-term medical/surgical patient

☒ Care of chronically ill JOAN GLANCY REHABILITATION CENTER

☒ Care of special patient (specify) WINNETT WOMEN'S PAVILION

☒ 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 SPECIALITIES - 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)
- XX 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?
- 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 last 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*

Volunteer: number 4<sup>5</sup>; FTE 24 HR/WK

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, 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      \_\_\_\_ \$16,000-20,000      \_\_\_\_ \$41,000-50,000

\_\_\_\_ \$5,000-10,000      xx \$21,000-30,000      \_\_\_\_ Over \$50,000

\_\_\_\_ \$11,000-15,000      \_\_\_\_ \$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? MARCIVE

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/VCR, 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

<u>A</u>	<u>B</u>	
<u>      </u>	<u>      </u>	Getting materials from shelf for patron
<u>XX</u>	<u>15</u>	Reference assistance
<u>XX</u>	<u>10</u>	Literature search assistance (by hand)
<u>XX</u>	<u>15</u>	Computerized literature searches
<u>XX</u>	<u>1600</u>	Patron self-service photocopies
<u>      </u>	<u>      </u>	Photocopy service
<u>XX</u>	<u>20</u>	Interlibrary loan service
<u>XX</u>	<u>3</u>	Reference citation verification
<u>      </u>	<u>      </u>	Preparation of bibliographies
<u>      </u>	<u>      </u>	Editorial service

XX 15 Orientation lectures/tours  
 \_\_\_\_\_ Order processing for departments  
 \_\_\_\_\_ Personal book orders  
XX 3 Seek outside reference assistance  
 \_\_\_\_\_ Schedule meetings held in library  
 \_\_\_\_\_ Schedule use of audiovisuals  
 \_\_\_\_\_ Patient library services  
 \_\_\_\_\_ "New Books" list (PLANS FOR NEXT FISCAL YEAR)  
XX QUARTERLY Bulletin board  
 \_\_\_\_\_ Exhibits  
 \_\_\_\_\_ Maintain institution's archives  
XX 3/YR 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	Pathology
2.	Richard Reisman, MD	Anesthesia
3.	Anabelle Cortes, MD	Emergency Medicine
4.	Susan Tanner, MD	Family Practice
5.	Franklin Diaz, MD	Medicine
6.	Samuel Deutsch, MD	Medicine
7.	Arthur Schiff, MD	Medicine
8.	Denise Pecht, MD	OB/GYN
9.	Cora Salvino, MD	OB/GYN
10.	Laura Putnam, MD	Pediatrics
11.	William Earley, MD	Psychiatry
12.	Antonio Luis, MD	Psychiatry
13.	Richard Zellmer, MD	Radiology
14.	Arthur Kirchner, MD	Radiation Therapy
15.	Scott Maughon, MD	Surgery
16.	Alan Carnes, MD	Anesthesia
17.	Courtney Brooks, MD	Medicine
18.	Jay Cherner, MD	Medicine
19.	Michael McCoy, MD	OB/GYN
20.	Gena Taylor, MD	OB/GYN
21.	Suzanne Molock, MD	Pediatrics
22.	Howard Rottenberg, MD	Medicine



**Gwinnett Hospital System**

**CME/LIBRARY COMMITTEE GOALS**  
**1994**

- 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

Critical Care Nursing Clinics  
Diabetes Care  
Dimensions in Critical Care Nursing  
Dysphagia  
Endocrinology and Metabolism Clinics  
Gastroenterology  
Gastroenterology Clinics  
Harvard Medical School Health Letter  
Hastings Center Report  
Head and Neck  
Health and Social Work  
Healthcare Forum Journal  
Heart and Lung  
Hospital and Health Services Administration  
Human Pathology  
Infectious Disease Clinics  
Internal Medicine Alert  
Journal of Bone and Joint Surgery  
Journal of Cardiopulmonary Rehabilitation  
Journal of Cardiovascular Nursing  
Journal of Continuing Education in Nursing  
Journal of Health Care Marketing  
Journal of Intravenous Nursing  
Journal of Neurology  
Journal of Neurosurgery  
Journal of Nursing Administration  
Journal of Nursing Care Quality  
Journal of Obstetric, Gynecologic, and Neonatal Nursing  
Journal of Oral and Maxillofacial Surgery  
Journal of Orthopaedic and Sports Physical Therapy  
Journal of Parenteral and Enteral Nutrition  
Journal of Pastoral Care  
Journal of Pediatric Nursing  
Journal of Pediatrics  
Journal of the American College of Cardiology  
Journal of the American Medical Association  
Journal of Thoracic and Cardiovascular Surgery  
Journal of Trauma  
Journal of Urology  
Journal of Vascular Surgery  
Journal of Wound, Ostomy and Continence Nursing (formerly Journal of ET Nursing)  
Lancet  
Laryngoscope  
Magnetic Resonance Quarterly  
Maternal-Child Nursing Journal

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

How many years back?    ☐ 1991-1994    ☐ 1988-1990    ☐ 1985-1988

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**

**DEMCO**Madison, Wis.  
Fresno, Calif.  
NO. 65-250**A REQUEST**

Date of request:

Not needed after:

Requester's order no.

CALL NO.

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

For use of

Status

Dept.

Book author: OR periodical title, vol. and date

Book Title, edition, place, year series: OR periodical article author, title, pages.

☐ This edition only

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

Request complies with

☐ 108(g)(2) Guidelines (CCG)☐ other provisions of copyright law (CCL)

AUTHORIZED BY: (full name) \_\_\_\_\_

TITLE \_\_\_\_\_

Request for ☐ LOAN or ☐ PHOTOCOPY  
According to the A.L.A. Interlibrary Loan Code**REPORTS:** Checked by \_\_\_\_\_SENT BY: ☐ Library rate ☐ \_\_\_\_\_

Charges \$ \_\_\_\_\_ Insured for \$ \_\_\_\_\_

Date sent \_\_\_\_\_

DUE \_\_\_\_\_

**RESTRICTIONS:** ☐ For use in library only☐ Copying not permitted ☐ \_\_\_\_\_**NOT SENT BECAUSE:**☐ In use☐ Not Owned☐ Non Circulating☐ Request of \_\_\_\_\_Estimated Code of: ☐ Microfilm \_\_\_\_\_☐ Hard copy \_\_\_\_\_**BORROWING LIBRARY RECORD:**

Date received \_\_\_\_\_

Date returned \_\_\_\_\_

By ☐ Library rate ☐ \_\_\_\_\_

Postage enclosed \$ \_\_\_\_\_ Insured for \$ \_\_\_\_\_

**RENEWALS:** ☐ No renewals

Requested on \_\_\_\_\_

Renewed to \_\_\_\_\_  
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-

**BORROWING**

LIBRARY

FILL IN PER-

TINENT ITEMS

UNDER

REPORTS,

RETURN SHEETS

B AND C TO

BORROWING

LIBRARY

REV 6/77

FOLD

HERE

SEND SHEETS

A, B AND C

TO LENDING

LIBRARY, AND

ENCLOSE

SHIPPING

LABEL

**LENDING**

LIBRARY

FILL IN PER-

TINENT ITEMS

UNDER

REPORTS,

RETURN SHEETS

B AND C TO

BORROWING

LIBRARY

REV 6/77

# Sample

**A REQUEST**

EMCO  
dison, Wis.  
esno, Calif.  
O. 65-2

Date of request: 4/12/94 Not needed after: \_\_\_\_\_ Requester's order no. \_\_\_\_\_

CALL NO. \_\_\_\_\_

**GWINNETT HOSPITAL SYSTEM  
MEDICAL LIBRARY  
c/o EDUCATION DEPARTMENT  
P.O. BOX 348  
LAWRENCEVILLE, GEORGIA 30246**

For use of Alice Samples Status RN

Dept. Nsg-7th fl.

Book author: OR periodical title, vol. and date

Emergency Medicine, 16 (5) 1992  
(Vol) (Issue)

Book Title, edition, place, year series: OR periodical article author, title, pages. ☐ This edition only

Shirreff, T.G. et al  
Compartment Syndrome: An Extremity At Risk  
pgs 102-108  
UniquelD# 94059290

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

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

Request complies with

☒ 108(g)(2) Guidelines (CCG)

☐ other provisions of copyright law (CCL)

AUTHORIZED BY: (full name) \_\_\_\_\_

TITLE \_\_\_\_\_

Request for ☐ LOAN or ☒ PHOTOCOPY  
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by \_\_\_\_\_

SENT BY: ☐ Library rate ☐ \_\_\_\_\_

Charges \$ \_\_\_\_\_ Insured for \$ \_\_\_\_\_

Date sent \_\_\_\_\_

DUE \_\_\_\_\_

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐ \_\_\_\_\_

NOT SENT BECAUSE: ☐ In use

☐ Not Owned

☐ Non Circulating

☐ Request of \_\_\_\_\_

Estimated Code of: ☐ Microfilm

☐ Hard copy

**BORROWING LIBRARY RECORD:**

Date received \_\_\_\_\_

Date returned \_\_\_\_\_

By ☐ Library rate ☐ \_\_\_\_\_

Postage enclosed \$ \_\_\_\_\_ Insured for \$ \_\_\_\_\_

RENEWALS: ☐ No renewals

Requested on \_\_\_\_\_

Renewed to \_\_\_\_\_

(or period of renewal)

Note the receiving library assumes responsibility for notification of non-rece

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.

**GWINNETT HOSPITAL SYSTEM**  
**MEDICAL LIBRARY RESOURCES**

**REFERENCE LIST**

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
9. Annual Register of Grant Support (1978-79)
10. CIBA (7 vols)      Vol. 1 - Nervous System - 1 copy  
                         Vol. 2 - Reproductive System - 1 copy  
                         Vol. 3 - Digestive System - 3 copies  
                         Vol. 4 - Endocrine System - 1 copy  
                         Vol. 5 - Heart - 1 copy  
                         Vol. 6 - Kidneys, Ureters & Urinary Bladder - 1 copy  
                         Vol. 7 - Respiratory System - 1 copy
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
20. HITE, 1978, 1978-79, 1976-80
21. Hospital Blue Book, 1989
22. RSNA (Radiological Society of N.A.) (Index - Imaging Literature)
23. Sourcebook & Reference Guide: Ophthalmology (1991, 1992, 1993)
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**

1. Exercise & Sudden Death (30 min.)
2. Assessing Breath Sounds (Video Cassette - 30 min.) (1) Guide
3. Normal & Abnormal Breath Sounds (Book & Audio Cassette)
4. Arrhythmias
5. Treating Arrhythmias in Congestive Heart Failure (90 min.)
6. Normal & Abnormal Heart Sounds (Book & Audio Cassette)
7. Gastrointestinal System (Assessment Review Series) (Video Cassette - 30 min.)  
(1) Guide
8. Dysphagia (30 min.)
9. Outpatient Chemotherapy: Clinical & Economic Aspects (180 min.)
10. The Hyperthyroid Patient (60 min.)
11. Ring Around the Caller (14 min.)
12. Hearing Loss - Part II (60 min.)
13. Emergency Nurses: Excellence in Caring (12 min.)
14. Angina Pectoris (60 min.)
15. Angina Patch Program: Patient Education Video & Booklet (11 min.) -  
4 copies
16. Defensive Documentation - Gerald Blaney (60 min..)
17. Reading EKG's (30 min.)
18. PCA Plus II Infuser System
19. Making the Connection with Safety (37 min.)
20. Video Journal of Medicine
  - I. Prostate Cancer Treatment (15 min.)
  - II. Advances in Laparoscopic Surgery (30 min.)

Gwinnett

Site visit

Ann Kramer - 8 mos. ago started.  
Reinold Lett

Plans for Librarian

Volunteers active

Lib. comm. every other month

Med. Lib. open House - Sept. 20

In trailer for at least 2  
more years.

DOCLINE - Jetty on  
Now - ILLs from Emory

Gw. Hosp. System

Gwinnett Med. Center

Jean Glancy (Duluth) [extension  
to Pleasure H. II]

Summit Ridge (Psych facility)

Planned extended care facility in  
Buckhead

Free-standing in Buckhead  
Women's Pavilion

Satellite at Joan Glancy  
primarily reg. materials  
also summit ridge

After hours access - yes

ILL - reciprocal - yes

FAX - in budget

ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM *guest*

## APPLICANT/ MEMBER SURVEY

*Marge Hayden*Institution Name State Health Planning AgencyLibrary Name State Health Planning LibraryAddress 4 Executive Park Drive, Suite 2100Atlanta, Georgia 30329Phone (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) \_\_\_\_\_  x   Education  x   Research  x   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 Support4. 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)  
☒ 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  
with Masters Degree  
Other ~~Librarian~~ 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):

<u>X</u>	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? 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? 2-5 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? VCR, 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

<u>A</u>	<u>B</u>	
<u>X</u>	<u>5</u>	Getting materials from shelf for patron
<u>X</u>	<u>5</u>	Reference assistance
<u>X</u>	<u>10</u>	Literature search assistance (by hand)
<u>X</u>		Computerized literature searches
	<u>N/A</u>	Patron self-service photocopies
<u>X</u>	<u>3</u>	Photocopy service
<u>X</u>		Interlibrary loan service
<u>X</u>		Reference citation verification
<u>X</u>		Preparation of bibliographies
		Editorial service

<u>No</u>	Orientation lectures/tours
<u>X</u>	Order processing for departments
<u>X</u>	Personal book orders
<u>X</u>	Seek outside reference assistance
<u>N/A</u>	Schedule meetings held in library
<u>X</u>	Schedule use of audiovisuals
<u>N/A</u>	Patient library services
<u>X</u>	"New Books" list
<u>X</u>	Bulletin board
<u>X</u>	Exhibits
<u>No</u>	Maintain institutions archives
<u>N/A</u>	Accept gifts
<u>No</u>	Page house staff/employees
	Other
	Other
	Other

## SURVEY COMPLETED BY

by Karen Decker/Marge HaydenTitle Director State Health Planning Agency / Health Systems AnalystDate June 13, 1994

State Health  
Planning

Grant w/ money to get online w/  
journals.

Lib. Committee = Info. Network  
Committee

of all active  
dial up w/ <sup>other agencies from other</sup> states

Greatest users

internal

students

consultants

Usage - 20 hrs./mo.

Mercer  
Emory  
Ga state

} 3 libraries  
you use

DA 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, CARE

Date of last visit 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? 1<sup>st</sup> 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)  
☒ Institution budget    ☐ Patron fees    ☒ Gifts    ☐ Grant  
☒ Other (specify) Charge back to depts.

#### 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 - in 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  
\* 11/94 - Networking / SCH/NET course

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

MLA  
GHS LA

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

Professional (MLS): number \_\_\_\_; FTE \_\_\_\_

Volunteer: number 10; FTE 1+

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.)  
PT's, OT's, research staff, patients, nurses, administrators  
Atlant 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 neuromuscular disorders
4. Is your full range of library services offered to all patrons? Specify exceptions, if any. Interlibrary loan restricted to employees + 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<sup>+</sup>

What percentage of these were published in the last five years? Small amt;  
 six to ten years? 200 collection is currently being updated.

Is the book collection cataloged? yes

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

What classification scheme is used? will use NLM

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

3. How many journal titles are in the collection? 40<sup>+</sup>

How many current subscriptions does the library carry? 31  
28 (+ collect titles from the department subscriptions)

Are journals ordered through a subscription agency? yes

If yes, which one? Ebsco



For how many years does the library retain most titles? 5  
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.)  
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.)? videocassettes; audio cassettes

What AV equipment is available for in-library use? videotape player  
audio cassette players

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 ~~Assoc~~ Association Support group  
houses its collection @ our 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<sup>30</sup><sub>A</sub> - 3<sup>00</sup><sub>P</sub> Mon - Friday + some weekends

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 + 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

<u>A</u>	<u>B</u>	library still collecting statistics
<u>✓</u>	<u>    </u>	Getting materials from shelf for patron
<u>✓</u>	<u>    </u>	Reference assistance
<u>✓</u>	<u>    </u>	Literature search assistance (by hand)
<u>✓</u>	<u>    </u>	Computerized literature searches
<u>✓</u>	<u>    </u>	Patron self-service photocopies
<u>✓</u>	<u>    </u>	Photocopy service
<u>✓</u>	<u>    </u>	Interlibrary loan service
<u>✓</u>	<u>    </u>	Reference citation verification
<u>✓</u>	<u>    </u>	Preparation of bibliographies
<u>    </u>	<u>    </u>	Editorial service

- ☒ \_\_\_\_\_ 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 (<sup>e-mail on</sup> Computer!!)
- ☒ \_\_\_\_\_ Exhibits
- \_\_\_\_\_ Maintain institution's archives
- ☒ \_\_\_\_\_ Accept gifts
- \_\_\_\_\_ Page house staff/employees
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

SURVEY COMPLETED BY

Name Pat Herndon, MLIS

Title Librarian

Date 3/1/96

ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM  
INTERLIBRARY LOAN PROFILES

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<sup>30</sup> AM - 3<sup>00</sup> PM Monday-Friday

(There may be some weekend hours as staffing allows)

Parking Procedures:

Use Shepherd Center parking deck. Take elevators to 1<sup>st</sup> floor  
of Marcus building

Symbols:

AHSLC Union List \_\_\_\_\_

REG 2 Union List \_\_\_\_\_

LIBID 30309E

DOCLINE Y X N \_\_\_\_\_

3-Letter DOCLINE \_\_\_\_\_

E-Mail Codes \_\_\_\_\_

pat\_herndon@shepherd.org

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 audiovisuals and leisure reading

Interlibrary Loan Policies: ILL Contact Pat Herndon Phone: (404) 350-7473

Loan: Books: Y \_\_\_\_\_ N X Journals/Unbound: Y \_\_\_\_\_ N X Journals/Bound Y \_\_\_\_\_ N X

Loan Period: \_\_\_\_\_ Loan Period: \_\_\_\_\_

Journals: Photocopies only Y X N \_\_\_\_\_ Loan Charges: free to reciprocating

Telephone Request: Y X N \_\_\_\_\_ Number Allowed Per: Day N/A Week \_\_\_\_\_ Month \_\_\_\_\_

Comments:

Photocopier Available: Y X N \_\_\_\_\_ Cost: 10¢/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

AHSLC ILL LOAN PROFILES CONTINUED:

Collection:

Special Holdings: APPA collection  
Pt. teaching audiovisuals on spinal cord injury and disability 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):

Archives of Physical Medicine & Rehabilitation

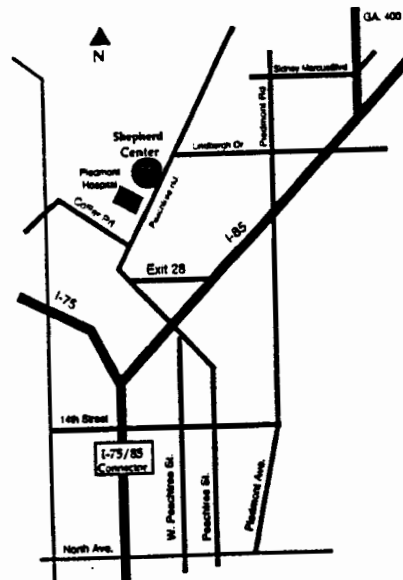
Archival Materials: Y    N X Date Library Established 10/95

Collect Fines: Y    N X

Amenities: auditorium available; computer classrooms

Eating Facilities: cafeteria

Additional Amenities:



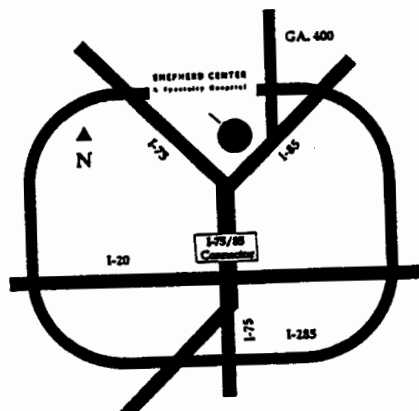
DIRECTIONS TO  
SHEPHERD CENTER

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 after 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  
Collier Rd.; turn left on Peachtree Rd.  
(Hwy. 19); Shepherd is on the left at  
the 2nd traffic light.

FROM I-85 SOUTH  
(NORTH OF DOWNTOWN):  
On I-85 south from north Atlanta take  
Exit 28 (Hwy. 13 South, to Peachtree  
St.); take this access road to Hwy. 19  
North exit (Peachtree St., Buckhead);  
turn right on Peachtree St. Shepherd is  
on the left about 9/10ths 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 Piedmont Road; turn right on  
Lindbergh Drive; turn left on Peachtree  
Road. Shepherd is about 1 mile south  
on the right.



 SHEPHERD CENTER  
A Specialty Hospital

Shepherd Center, Inc.  
2020 Peachtree Road, N.W.  
Atlanta, Georgia 30309  
(404) 352-2020

Additional Information:

Revised: 01/1993

# **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

AGREEMENT

Page 2

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. Helander, MLIS  
Signature of Librarian

2/15/96  
Date

[Signature]  
Signature of Administrator(s)

2/29/96  
Date

# ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

## APPLICANT/ MEMBER SURVEY

Institution Name Georgia Dept. of Technical & Adult Education  
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

### DESCRIBE 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) \_\_\_\_\_
  - ☒ 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 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  
Library of Congress, National  
6. What accreditation body evaluates this institution? Library Service f/t Blind &  
~~Physically Handicapped~~

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
2. Who is responsible for the selection of library materials? National Library Service,  
Library of Congress



**National Library Service  
for the Blind and  
Physically Handicapped**

**The Library of Congress**

1291 Taylor Street NW, Washington, DC 20542; telephone (202) 707-5100; fax (202) 707-0712; Internet nls@loc.gov

November 19, 1996

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.

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 for the 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; with  
attended IU on a scholarship to study library service to persons at  
disabilities. Has worked at the LBPH for 2 yrs; head at  
List continuing education courses taken in the last three years Ph.

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

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?

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.

*none*

9. List cooperative library network affiliations.

Library of Congress, National Library Service for the Blind & Physically Handicapped (NLS).

## 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

<u>A</u>	<u>B</u>	
<u>xx</u>	<u>100</u>	Getting materials from shelf for patron
<u>xx</u>	<u>25-50</u>	Reference assistance
<u>xx</u>	<u>5-10</u>	Literature search assistance (by hand)
<u>xx</u>	<u>25-50</u>	Computerized literature searches
<u>    </u>	<u>    </u>	Patron self-service photocopies
<u>    </u>	<u>    </u>	Photocopy service
<u>xx</u>	<u>500</u>	Interlibrary loan service
<u>    </u>	<u>    </u>	Reference citation verification
<u>xx</u>	<u>5-10</u>	Preparation of bibliographies
<u>    </u>	<u>    </u>	Editorial service

<u>xx</u>	<u>xx</u>	<u>5-10</u>	Orientation lectures/tours
<u>      </u>	<u>      </u>	<u>      </u>	Order processing for departments
<u>xx</u>	<u>500-1000</u>		Personal book orders
<u>xx</u>	<u>10-20</u>		Seek outside reference assistance
<u>xx</u>	<u>1</u>		Schedule meetings held in library
<u>      </u>	<u>      </u>		Schedule use of audiovisuals
<u>      </u>	<u>      </u>		Patient library services
<u>xx</u>	<u>1</u>		"New Books" list
<u>      </u>	<u>      </u>		Bulletin board
<u>xx</u>	<u>1-2</u>		Exhibits
<u>      </u>	<u>      </u>		Maintain institution's archives
<u>      </u>	<u>      </u>		Accept gifts
<u>      </u>	<u>      </u>		Page house staff/employees
<u>      </u>	<u>      </u>		Other _____
<u>      </u>	<u>      </u>		Other _____
<u>      </u>	<u>      </u>		Other _____

**SURVEY COMPLETED BY**

Name Linda A. Koldenhoven, MLS

Title Coordinator, Library Services for the Blind & Physically Handicapped

Date Sept 3, 1997



## ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

David McCullough

## APPLICANT/ MEMBER SURVEY

Institution Name Georgia School of Professional PsychologyLibrary Name GSPP LibraryAddress 990 Hammond DriveAtlanta, GA 30328Phone 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) \_\_\_\_\_☒ 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)

Clinical psychology  
Counseling4. 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 staff: number \_\_\_\_; FTE \_\_\_\_

Student assistant: number 4-5; FTE 1

#### 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      \_\_\_\_ \$16,000-20,000      \_\_\_\_ \$41,000-50,000  
\_\_\_\_ \$5,000-10,000      \_\_\_\_ \$21,000-30,000      x Over \$50,000  
\_\_\_\_ \$11,000-15,000      \_\_\_\_ \$31,000-40,000

2. How many books are there in the collection? 1500 150

What percentage of these were published in the last five years? 46%;  
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

What classification scheme is used? the internet LC

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

3. How many journal titles are in the collection? 99 25

How many current subscriptions does the library carry? 51 25

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

(2+)

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

PsychLit

Winnebago card catalog

Docline

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/TV, camcorder, boombox

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

None

internet ?

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?

GMHI; 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

<u>A</u>	<u>B</u>	
<u>x</u>	<u>1</u>	Getting materials from shelf for patron
<u>x</u>	<u>100</u>	Reference assistance
<u>x</u>	<u>30</u>	Literature search assistance (by hand)
<u>x</u>	<u>60</u>	Computerized literature searches ✓
<u>x</u>	<u>300</u>	Patron self-service photocopies
<u>x</u>	<u>30</u>	Photocopy service ✓
<u>x</u>	<u>396</u>	Interlibrary loan service ✓
<u>x</u>	<u>1/2</u>	Reference citation verification
<u>x</u>	<u>1/6</u>	Preparation of bibliographies
<u>  </u>	<u>  </u>	Editorial service

<u>x</u>	<u>.5</u>	Orientation lectures/tours
<u>x</u>	<u>5</u>	Order processing for departments
<u>      </u>	<u>      </u>	Personal book orders
<u>x</u>	<u>1</u>	Seek outside reference assistance
<u>      </u>	<u>      </u>	Schedule meetings held in library
<u>x</u>	<u>10</u>	Schedule use of audiovisuals ✓
<u>      </u>	<u>      </u>	Patient library services
<u>x</u>	<u>1.2</u>	"New Books" list
<u>      </u>	<u>      </u>	Bulletin board
<u>      </u>	<u>      </u>	Exhibits
<u>x</u>	<u>.5</u>	Maintain institution's archives
<u>      </u>	<u>      </u>	Accept gifts
<u>x</u>	<u>5</u>	Page house staff/employees
<u>x</u>	<u>60</u>	Other <u>fix equipment (computers, copiers, AV)</u>
<u>x</u>	<u>1</u>	Other <u>Prepare reserve readings</u>
<u>x</u>	<u>1</u>	Other <u>Research administrative problems: copyright, internet sites, distance education, document delivery options, etc.</u>

## SURVEY COMPLETED BY

Name David McCulloughTitle LibrarianDate 8/26/96



# MOREHOUSE SCHOOL OF MEDICINE

✓ did site visit  
10/31/96

Multi-Media Center

## MEMORANDUM

To: ARSLC Members

From: Darlene P. Kelly, ARSLC Chair *DPK*

Re: GSPP Library Site Visit

Date: October 25, 1996

Per our conversation earlier this week, the ARSLC 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 ARSLC.



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@ngcsu.edu

1/9/04 Paula - I tried faxing this several times but there was no answer @ 451-7869.  
Please email or call me when you get this so I'll know you got it.  
Thanks.  
Becky Smoke

STEWART LIBRARY

Dahlonega, Georgia 30597 ★ (706) 864-1518 ★ FAX (706) 864-1867

The University System of Georgia

The Military College of Georgia

An Affirmative Action/Equal Opportunity Institution

# ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

## APPLICANT/ MEMBER SURVEY

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

### DESCRIBE THE INSTITUTION WHICH THIS LIBRARY SERVES

1. Parent institution or corporate affiliation AGCSU

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) \_\_\_\_\_ departments within

3. List the principal fields or disciplines which comprise the ~~total institution~~ HNS  
(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? 0 Students 4,000  
Entire campus faculty

	students	1	fac
Nursing	325		35 23
PT	75		9
Bio	400		10 (fac)

5. What is the licensed number of patient beds (if applicable)? \_\_\_\_\_
6. What accreditation body evaluates this institution? SACS, Nat. League for Nursing Accrediting Commission  
 Date of last visit 2000 List comments made about library below.  
This library didn't exist then.

#### DESCRIBE THE LIBRARY'S RELATIONSHIP TO THE INSTITUTION

1. What division or department governs the library? Stewart Library (main lib)
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 video, 150 journals
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? no yes

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

Dir. of Library Services, fac. rep. from each school, 2 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 Hosp. 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 ∅; FTE     

Volunteer:      number ∅; 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    ☐ \$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? \_\_\_\_\_

What percentage of these were published in the last five years? *100%*

six to ten years? *0*

Is the book collection cataloged? *yes*

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? *75*

3. How many journal titles are in the collection? *~ 139 (HNS only)*

How many current subscriptions does the library carry? *64*

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? 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? 200

What formats (slides, films, etc.)? film 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 - "  
acq. - "*

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

*Stewart Library*

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

*none*

9. List cooperative library network affiliations.

*Galileo*

# DESCRIBE THE LIBRARY SERVICES

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

When is the library staffed? all open hours

Who has access to the library after hours? library staff

2. Will the library request reference assistance from an outside source if internal

resources are inadequate? 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

<u>A</u>	<u>B</u>	
<u>✓</u>	<u>2</u>	Getting materials from shelf for patron
<u>✓</u>	<u>40</u>	Reference assistance
<u>✓</u>	<u>    </u>	Literature search assistance (by hand)
<u>✓</u>	<u>15</u>	Computerized literature searches
<u>✓</u>	<u>100</u>	Patron self-service photocopies
<u>    </u>	<u>    </u>	Photocopy service
<u>✓</u>	<u>    </u>	Interlibrary loan service
<u>✓</u>	<u>5</u>	Reference citation verification
<u>✓</u>	<u>0</u>	Preparation of bibliographies
<u>    </u>	<u>    </u>	Editorial service



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

**SURVEY COMPLETED BY**

Name Becky Merritt Smoker

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 706-655-5616

### 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  
☒ Care of special patient (specify) Medical rehabilitation Services  
☒ Education provided to patients with stroke,  
head injuries and spinal cord  
☒ Research injuries. Vocational services offered  
to people with learning disabilities  
and mental retardation.  
☐ 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 physiatrists, 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 \_\_\_\_\_ List comments made about library below.

CARF Approx Oct. 2001, JCAHO 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 Performance
2. When was the library established? 1940?
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)
- ☒ 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
- How many hours per week are devoted to library duties? 40 of Library and archives
- 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.  
Link Out Introduction Informationist Teleconference  
New Decline 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 1; FTE .20

Non-professional assistant: number \_\_\_\_; FTE \_\_\_\_

Other Vocational Trainee from RWSIR: number 1; FTE .20

Program

Student assistant: number \_\_\_\_; FTE \_\_\_\_

DESCRIBE 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)<sub>3</sub>

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.

*Archives 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    X \$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? 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  
in rehab medicine, partial

How many current subscriptions does the library carry? 38 runs

Are journals ordered through a subscription agency? Yes or small runs

If yes, which one? Basch runs

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  
List computerized bibliographic data bases which are available in the library. available through GAIN membership  
(Answered above)
5. Are audio-visual materials included in the library collection? Yes  
If yes, how many? Th 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
9. List cooperative library network affiliations. reference assistance when needed.  
GAIN, SEND

# DESCRIBE THE LIBRARY SERVICES

1. When is the library open? 8 A.M. to 5 p.m. Mon-Friday  
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

<u>A</u>	<u>B</u>	
<u>Y</u>	<u>    </u>	Getting materials from shelf for patron
<u>Y</u>	<u>    </u>	Reference assistance
<u>Y</u>	<u>    </u>	Literature search assistance (by hand)
<u>Y</u>	<u>    </u>	Computerized literature searches
<u>Y</u>	<u>    </u>	Patron self-service photocopies
<u>Y</u>	<u>    </u>	Photocopy service
<u>Y</u>	<u>    </u>	Interlibrary loan service
<u>Y</u>	<u>    </u>	Reference citation verification
<u>    </u>	<u>    </u>	Preparation of bibliographies
<u>    </u>	<u>    </u>	Editorial service

6

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.

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

SURVEY COMPLETED BY

Name Michael D. Shadix

Title Librarian

Date 7/28/04



**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"

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OR

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

Roosevelt Warm Springs Institute for Rehabilitation  
Institution

Michael D. Shadix Date 10/19  
Library Director Signature

[Signature] Date 10/19/06  
Administrator Signature

## **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.

# ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

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

**AHSLC**

Accessing Information Through Resource Sharing, Networking, Seminars & Workshops, and Social Exchange

**Atlanta Health Science Libraries Consortium**  
***Supporting Member Applicant Survey***

Institution Name Georgia Perimeter College  
Library Name Dunwoody Campus Library  
Address 2101 Wornack 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**

<u>Dental Hygiene</u>	<u>A.A.S.</u>
<u>Pre-Med</u>	<u>A.S.</u>
<u>Pre-Pharm</u>	<u>A.S.</u>
<u>Nursing</u>	<u>A.S., A.A.S.</u>

**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 63,416 Books 60,206

Periodical volumes 616 Other 2594  
(titles held)

7. collection size

Books \_\_\_\_\_ Number published in last 5 years \_\_\_\_\_

Journals \_\_\_\_\_ Number years journals retained 20-30

Number current subscriptions 616

(depends on title)

Number audiovisual materials 2594

8. Approximate budget for health sciences resources \$45,806.65 (there is no line item for H.S.)  
Books \_\_\_\_\_ Journals \_\_\_\_\_ AV's included in book budget

9. Major health sciences reference resources & formats

<u>MEDLINE-GALILEO</u>	<u>DDR</u>
<u>CINAHL-GALILEO</u>	<u>Harrison's</u>
<u>Dorland's, Stedman's</u>	<u>Cecil Cecil</u>
<u>Merck Manual</u>	<u>Gale Encyclopedia of Medicine</u>

10. Other comments on collections

11. Library functions which are automated and software used

<u>Circulation - Endeavor Voyager</u>	<u>Display - Power Point</u>
<u>Reference - GALILEO</u>	_____
<u>Word processing - Word</u>	_____
<u>Spreadsheets - Excel</u>	_____

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 25 /month

Volume of interlibrary loan fills 15 /month

Volume of health sciences interlibrary loan requests \_\_\_\_\_ /month NA

Volume of health sciences interlibrary loan fills \_\_\_\_\_ /month NA

13. Institutional health sciences collections housed outside the library

Dental Hygiene

14. Cooperative library network affiliations

OCLC

GIL Users Group

ALA

15. Library hours 745 Am-10 PM, M-Fri., 745 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

#/month

☒ Reference assistance

500 (overall activity)

☒ Computer searches by library ~~staff~~

faculty

see above

✓ End user searching

See above

✓ Computer search instruction

✓ Self-service photocopy

Numbers not kept

Photocopy by library staff

NA

✓ Interlibrary Loan Service

\$10/yr. hard copy \$25/yr. 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.

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.

# ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM BYLAWS

## 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.

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.

## 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.

## 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.

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**Institution**

---

**Library Director Signature**

Date\_\_\_\_\_

---

**Administrator Signature**

Date\_\_\_\_\_

# ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

## APPLICANT/ MEMBER SURVEY

Institution Name Georgia Campus - Philadelphia College of Osteopathic  
Library Name Information Commons Medicine  
Address 625 Peachtree Rd NW  
Swanee, GA 30024-2937  
Phone (678) 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



5. What is the licensed number of patient beds (if applicable)? n/a
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, Sylvania campus
4. How many square feet does the library occupy? 10,560 sq. ft.
5. How many patron seats are available? 170
6. How many linear feet of shelving are there? 120
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 EBM literacy program & dvmt.
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.

10/26/07 Finding the Trends that Matter (2 hrs.) Google and Your Patrons (1.5 hrs) 11/18/05  
 02/03/06 Always a River, Sometimes a Library (1.5 hrs.) Dealing with Difficult People (2 hrs) 01/01/05  
 10/27/06 Best New Technologies: Keeping Up with the Storm (1.5 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 1; FTE \_\_\_\_

Other \_\_\_\_: number \_\_\_\_; FTE \_\_\_\_

Student assistant: number 9; FTE \_\_\_\_

#### DESCRIBE THE LIBRARY'S PATRON POPULATION

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

all 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      \_\_\_\_ \$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? 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? most 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, A+Health, 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 DOCLINE

9. List cooperative library network affiliations.

GALILEO (Georgia Library Learning Online)  
GPALS (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, DOCLINE

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

<u>A</u>	<u>B</u>	
<u>✓</u>	<u>300</u>	Getting materials from shelf for patron
<u>✓</u>	<u>75</u>	Reference assistance
<u>✓</u>	<u>50</u>	Literature search assistance (by hand)
<u>✓</u>	<u>50</u>	Computerized literature searches
<u>✓</u>	<u>350</u>	Patron self-service photocopies
<u>   </u>	<u>   </u>	Photocopy service
<u>✓</u>	<u>40</u>	Interlibrary loan service
<u>   </u>	<u>   </u>	Reference citation verification
<u>✓</u>	<u>4</u>	Preparation of bibliographies
<u>   </u>	<u>   </u>	Editorial service

<u>✓</u>	<u>3</u>	Orientation lectures/tours
<u>✓</u>	<u>10</u>	Order processing for departments
<u>✓</u>	<u>5</u>	Personal book orders
<u>✓</u>	<u>10</u>	Seek outside reference assistance
<u>✓</u>	<u>1</u>	Schedule meetings held in library
<u>    </u>	<u>    </u>	Schedule use of audiovisuals
<u>    </u>	<u>    </u>	Patient library services
<u>✓</u>	<u>1</u>	"New Books" list
<u>✓</u>	<u>    </u>	Bulletin board
<u>✓</u>	<u>    </u>	Exhibits
<u>    </u>	<u>    </u>	Maintain institution's archives
<u>✓</u>	<u>10</u>	Accept gifts
<u>    </u>	<u>    </u>	Page house staff/employees
<u>    </u>	<u>    </u>	Other <u>                                </u>
<u>    </u>	<u>    </u>	Other <u>                                </u>
<u>    </u>	<u>    </u>	Other <u>                                </u>

SURVEY COMPLETED BY

Name Melissa Speed

Title Reference & Education Librarian

Date 20 March 2008

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Georgia campus - Philadelphia College of Osteopathic  
Institution Medicine

Melissa Speed  
Library Director Signature

Date 9/25/2008

F. Evans D.C.  
Administrator Signature

Date 10/1/08