

CONTENTS OF ATLANTA HEALTH SCIENCE LIBRARIES CONSTORIUM PACKET

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*Brochures, etc.*

*Article*

***ATLANTA HEALTH  
SCIENCES  
LIBRARIES CONSORTIUM***

***\* \* \* \* \****

***MEMBERSHIP  
HANDBOOK***



***ACCESSING INFORMATION THRU:  
RESOURCE SHARING  
NETWORKING  
SEMINARS & WORKSHOPS  
SOCIAL EXCHANGE***

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## **GREETINGS!**

Welcome to the Atlanta Health Science Libraries Consortium. You are now a member of a special network of health sciences libraries and health related institutions, dedicated to the promotion of health sciences libraries and the retrieval and dissemination of Health Sciences Information to all facets of the Health Sciences Community.

This handbook has been designed to facilitate a smoother transition into our group and the Health Sciences Libraries Community. We hope that this handbook will help you better understand the Consortium's inner workings and help you identify your niche for action. In achieving membership status, you have pledged your time, energy, and resources in exchange for the fruits of similar investments made by others. We are confident that your participation in our organization will bring you a new sense of pride and satisfaction as a library and information specialist.

# **ATLANTA HEALTH SCIENCE LIBRARIES**

## **CONSORTIUM**

### **HISTORICAL OVERVIEW**

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Founded in 1974 the Atlanta Health Science Libraries Consortium (AHSCLC) is a cooperative organization with a membership of 29 health sciences libraries. It was formed to foster professional growth, education and communication among area health sciences librarians, to promote the value of libraries and encourage their development and to facilitate resource sharing.

The AHSCLC's most visible project is a thriving reciprocal lending program accessed primarily through the National Library of Medicine's electronic DOCLINE system. Last year over 5,000 articles, almost half of all those needed, were exchanged at no charge among the fully reciprocating members. These freely shared resources are collectively valued at over \$7 million dollars. The AHSCLC's most ambitious recent promotional effort was 1990's 15th anniversary celebration luncheon and program. The event was attended by librarians and their administrators and held at the Academy of Medicine.

AHSCLC institutional members include sixteen hospitals, four government health agencies, eight academic institutions and a pharmaceutical company. Bimonthly meetings consist of educational programs, refreshment/networking breaks, business meetings, and journal or online club.

Although membership is for institutions, individuals are welcome at bimonthly meetings and can be placed on the AHSCLC's mailing list. Three categories of membership are open to health sciences related organizations. There are no fees or dues. Membership standards are based on maintenance of minimum level of services, resources, staffing, budget and physical facilities.

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**GENERAL  
INFORMATION  
SECTION**

## AHSLC MEETINGS

Full membership meetings are routinely held on the third Thursday of the months of JANUARY, MARCH, MAY, JULY, SEPTEMBER, AND NOVEMBER. Typically an afternoon format follows this schedule:

### AGENDA

11:30 - 12:20	Lunch (light)
12:20 - 12:30	Welcome
12:30 - 1:15	Business Meeting
1:15 - 1:30	Break
1:30 - 2:30	Professional Skills Session (may be longer than 1 hr)
2:30 - 3:00	Tours

Brief agenda for specific meetings are prepared by the host library and program coordinators for distribution two to three weeks prior to the meeting. You may elect to attend any or all segments offered on a given day. Regular attendance will afford you opportunities to strengthen ties with other consortium members, thereby improving our networking activities. While you may be the only person available to represent your institution, many of our members libraries employ several personnel. In such cases multiple representatives are welcome, or attendance privileges may be rotated according to the institution's needs. Meetings are held at various member libraries throughout the Metro-Atlanta area, allowing each of us the opportunity to offer others special insight into our institutions, work environments, and library resources.

ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM  
HOST FOR 2000

January 20	Georgia State Pauline Hollmann	Indian Creek Recreation Area
March 23	Georgia Baptist College of Nursing & Atlanta Medical Center Lynette Ralph & Fay Evatt	Room 115, CON
May 18	Mercer University of Atlanta Elizabeth Jackson	
July 20	St. Joseph's Health System Paula Christian	
September 21	Life University Terry Selfe	
November 16	Emory Carol Burns Ingrid Hendrix	



ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM  
OFFICERS AND COMMITTEE  
2000

CHAIRPERSON: Linda Venis

A one-year term filled by the vice-chairperson. Coordinates the consortium calendar, presides at the business meetings, appoints committee/task group members, serves as ex-officio member of all committees and processes membership applications.

VICE-CHAIRPERSON: Brenda Curry-Wimberly

A one-year elected term. Assists the chairperson in facilitation of AHSLC business, report AHSLC news to GHSLA Update editor, assists the chairperson in processing membership applications, maintains file of member Memorandums of Agreement and in absence of chairperson performs duties of that office.

SECRETARY: Lynette Ralph

A one-year elected term. Keeps records of the business meeting activities and provides written minutes to the full and supporting members, maintains membership list and announces forthcoming library related events.

STATISTICIAN: Ingrid Hendrix

A two-year elected term. Maintains and distributes master statistic reporting forms to full and limited members, collects and records statistical data annually, reports statistics in writing and reports delinquent/non-reporting libraries to the executive committee for disciplinary review.

TREASURER: Vacant

This position is appointed by the chair as needed for special projects.

PERMANENT COMMITTEES: Chairpersons serve a maximum of two years; members rotate at least every two years:

MEMBERSHIP: Paula Christian - co-chair, Mamie Bell - co-chair  
Angie Goss Terry Selfe  
Mary Larson Fay Evatt

- \* Regularly maintains and updates membership list and distributes bi-monthly at each AHSLC meeting
- \* Prepare and publish AHSLC Directory
- \* Welcome and mentor new members
- \* Maintain AHSLC Web Page
- \* Send group Condolences/Congratulations
- \* Coordinate social activities of any nature
- \* Collect and store AHSLC Archives
- \* Maintains membership packet

AHSLC OFFICERS AND COMMITTEE, 2000 (continued)

EDUCATION & PLANNING: Beth Poisson - Chair

Anne Kramer

Jeanette Blalock

Lynette Ralph

David McCullough

- \* Assesses program needs/interest of members
- \* Coordinates bi-monthly mini-programs in cooperation with meeting host/ess
- \* Coordinates major AHSLC-sponsored continuing education activities and evaluates programs
- \* Recruit speakers/presenters for special interest topics for the online and journal club program at alternate meetings
- \* Assist in keeping meetings concise

INFORMATION TECHNOLOGY: Rosalind Lett - Chair

Pat Herndon

Elizabeth Jackson

Edie Lacy

Tara Douglas-Williams

Arlene Desselles

- \* Keep membership educated regarding Interlibrary Loan issues and technologies
- \* Keep membership updated on changes from NLM, SERHOLD, GOLD & OCLC
- \* Prepare membership for SERHOLD changes
- \* Keep membership informed about electronic information sources including GALILEO
- \* Educate membership on issues regarding electronic copyright
- \* Investigate group access to GALILEO & similar resources

AD-HOC COMMITTEE: Mary Larson - Chair

Marilyn Barry

Fay Evatt

- \* Update Membership Standards and Bylaws

**INSTRUCTIONS**

**FOR**

**NEW MEMBERS**

## INSTRUCTIONS FOR NEW MEMBERS

1. Each member will be governed by the Bylaws of the Atlanta Health Science Libraries Consortium.
2. Each member will participate in interlibrary loan exchange among members.
3. Each member will submit their holdings to SEMPUL (see section) to be included in the AHSLC/SEA/RML Union List.
4. Each member will provide mailing labels to other members of AHSLC within six (6) months of membership acceptance.
5. Each member will submit monthly interlibrary loan statistics to the satisfaction by the following regular meeting.
6. Each member agrees to the sharing of information among the participants.
7. Each member agrees to the sharing of costs of special efforts (union lists, etc.).
8. Each member agrees to rotate meetings among the participants.
9. Each new member will receive a copy of the consortium journal holdings to use for interlibrary loan from NN/LM/SEA/RML.
10. Each member is encouraged to attend meetings and participate in committee work in order to be a member in good standing.

**MINIMUM**

**STANDARDS**

# **ATLANTA HEALTH SCIENCES LIBRARY CONSORTIUM**

## **MINIMUM STANDARDS**

### **PHASE I - Eligibility Requirements for Membership**

#### **I. Services**

Minimum services provided should include a through c:

- A. factual information, referral, and ready reference;
- B. document delivery including interlibrary users;
- C. photocopy facilities available to library users;

At least two of the following services should also be provided:

- D. audiovisual services or coordination with the department handling audio-visuals;
- E. computerized bibliographic literature searching, which can be available from outside sources;
- F. user orientation and education.

#### **II. Collection**

Minimum collection should include:

- A. Books
  - entire collection = 150+ titles
  - annual purchases = 20+ titles
- B. Journals
  - current subscriptions = 25+ titles
  - journal backfile = 5+ years
- C. Indexes
  - 2+ titles covering appropriate subject field(s) [i.e. Abridged Index Medicus, Hospital Literature Index, etc.]
- D. Audio-Visuals
  - as stated under Section I, item d. 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 20 hours 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 Hospitals (JCAH) or the Medical Library Association (MLA).

IV. Facility  
350+ square feet

V. Budget  
The budget shall be adequate to cover services, collection and any cooperative arrangements, staff and facility maintenance.

#### PHASE II - Minimum Criteria for Continuation of Membership

- I. Members shall participate in the Region II Union List (South Carolina):
  - A. Every member shall submit their serials holdings to Region II Union List upon being accepted into the Consortium.
  - B. Every member shall renew membership and update their holdings with Region II by the appropriate deadline annually.
- II. Every member shall participate in Interlibrary Loan, including submission of statistics by the 10th of each month. (Statistician will report delinquent libraries to the Executive Committee for further direction.)
- III. Every member shall maintain the AHSLC Eligibility Requirements established for initial membership (Phase I).
- IV. Every member is required to participate by doing at least two of the following annually:
  - A. Attending, or sending a representative to, the majority of AHSLC meetings;
  - B. Hosting an AHSLC meeting;
  - C. Serving as a Committee Member;
  - D. Serving as an Officer of AHSLC;
  - E. Serving as an active participant in a Consortium program, or any other program offered or sponsored by AHSLC.
- V. It is the responsibility of the member to fulfill the above. At the discretion of the Executive Committee, after a review of the situation, any member failing to comply may lose their membership:
  - A. for Section I - six months after the annual renewal deadline;
  - B. for Section II - as determined by the Executive Committee after counseling with the delinquent library;
  - C. for Section III - after one year;
  - D. for Section IV - after one year.

**MEMBERSHIP  
APPLICATION**



# ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

## APPLICANT/ MEMBER SURVEY

Institution Name \_\_\_\_\_

Library Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

### 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) \_\_\_\_\_

\_\_\_\_\_ Education

\_\_\_\_\_ Research

\_\_\_\_\_ Other (specify) \_\_\_\_\_

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

4. What is the total number of employees? \_\_\_\_\_ Medical staff? \_\_\_\_\_ Students \_\_\_\_\_

5. What is the licensed number of patient beds (if applicable)? \_\_\_\_\_
6. What accreditation body evaluates this institution? \_\_\_\_\_
- 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? \_\_\_\_\_
2. When was the library established? \_\_\_\_\_
3. Where is the library located? \_\_\_\_\_
4. How many square feet does the library occupy? \_\_\_\_\_
5. How many patron seats are available? \_\_\_\_\_
6. How many linear feet of shelving are there? \_\_\_\_\_
7. What is the source of library funding? (Check all that apply)  
\_\_\_\_\_ Institution budget    \_\_\_\_\_ Patron fees    \_\_\_\_\_ Gifts    \_\_\_\_\_ Grant  
\_\_\_\_\_ Other (specify) \_\_\_\_\_

#### DESCRIBE THE LIBRARY'S MANAGEMENT STRUCTURE

1. Is there a library committee? \_\_\_\_\_  
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? \_\_\_\_\_

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

Who selects the library manager? \_\_\_\_\_

What non-library responsibilities does he/she have? \_\_\_\_\_

How many hours per week are devoted to library duties? \_\_\_\_\_

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

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 \_\_\_\_\_; 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.)

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

3. List other potential users.
4. Is your full range of library services offered to all patrons? Specify exceptions, if any.

#### 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? \_\_\_\_\_;  
six to ten years? \_\_\_\_\_

Is the book collection cataloged? \_\_\_\_\_

How is this accomplished? \_\_\_\_\_

What classification scheme is used? \_\_\_\_\_

What percentage of titles may be borrowed by library patrons? \_\_\_\_\_

3. How many journal titles are in the collection? \_\_\_\_\_

How many current subscriptions does the library carry? \_\_\_\_\_

Are journals ordered through a subscription agency? \_\_\_\_\_

If yes, which one? \_\_\_\_\_

For how many years does the library retain most titles? \_\_\_\_\_  
How many titles are bound? \_\_\_\_\_ Microfilmed? \_\_\_\_\_

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

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

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

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.

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

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

9. List cooperative library network affiliations.

## DESCRIBE THE LIBRARY SERVICES

1. When is the library open? \_\_\_\_\_  
 When is the library staffed? \_\_\_\_\_  
 Who has access to the library after hours? \_\_\_\_\_
2. Will the library request reference assistance from an outside source if internal resources are inadequate? \_\_\_\_\_  
 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>	
_____	_____	Getting materials from shelf for patron
_____	_____	Reference assistance
_____	_____	Literature search assistance (by hand)
_____	_____	Computerized literature searches
_____	_____	Patron self-service photocopies
_____	_____	Photocopy service
_____	_____	Interlibrary loan service
_____	_____	Reference citation verification
_____	_____	Preparation of bibliographies
_____	_____	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
_____	_____	Exhibits
_____	_____	Maintain institution's archives
_____	_____	Accept gifts
_____	_____	Page house staff/employees
_____	_____	Other _____
_____	_____	Other _____
_____	_____	Other _____

**SURVEY COMPLETED BY**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## **BYLAWS**



# 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 area.
- 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 Area.
- 6) To cooperate in the development and maintenance of a union list.
- 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 area.

Section 3. Limited membership may be held by libraries to retain the option to make document delivery charges or limit document delivery participation. Limited members shall abide by the terms set forth in the Memorandum of agreement.

Section 4. New members shall be approved for admission upon recommendation of the Executive Committee, receipt of a signed Memorandum of Agreement (Full and Limited 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, Limited 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.

#### ARTICLE IV - 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 shall be distributed to the Emory Health Science Library as a donation to the Miriam Libbey Fund.
- Section 5. The Statistician shall maintain interlibrary loan records and other records as required.
- Section 6. 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, limited, or supporting members who have been in the AHS LC for at least one year and active on one committee.
- Section 7. 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; the Statistician serves two years. Terms of office shall begin at the close of the November meeting.
- Section 8. 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 9. No member shall hold more than one office at a time.
- Section 10. The Director of the Health Science Library of Emory University School of Medicine or the designated representative(s) shall serve in an advisory capacity to the Consortium.

## 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.
- 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.

## 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.

**MEMORANDUM OF AGREEMENT**

# ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

## MEMORANDUM OF AGREEMENT

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

- a. to be governed by the Bylaws of the Atlanta Health Science Libraries Consortium (AHSLC)
- b. to fulfill membership responsibilities contained in AHSLC's "Membership Standards & Responsibilities."
- c. To maintain services, collection, staffing and facilities which meet standards contained in AHSLC's "Membership Standards & Responsibilities."

This agreement shall remain in effect until:

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

OR

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

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Institution

Date

---

Library Director Signature

Date

---

Administrator Signature

November 1993  
August 1999

Supersedes all previous Bylaws

## **RESOURCE SHARING**

## ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

### GUIDELINES FOR INTERLIBRARY LENDING

1. All procedures will be governed by the latest National Interlibrary Loan Code.
2. Realizing that a consortium thrives on the concept of mutual contributions and benefit, smaller collections should be considered first in locating a lender and requests rotated among larger libraries. Borrowing libraries will make an effort to distribute their requests as fairly and evenly as possible, borrowing least from those to whom they lend least. Individual libraries may set policies for lending according to their special circumstances.
3. Members may make requests by telephone or using ALA approved forms. In the interest of time no more than three requests should accompany request.
4. Mailing labels should be distributed by the borrowing library to all lenders or should accompany request.
5. Citations should be verified. Lending libraries are under no obligation to search out incorrect references. Notation or verification is not necessary. Individual libraries may honor unverified requests at the discretion of the librarian.
6. Lending libraries will not be expected to refer requests for items not owned.
7. Legitimacy of the patron will be defined by the borrowing library.
8. Lending libraries should strive to process requests within 24 hours following receipt.
9. Borrowing libraries should use GDHR and GM only when their holdings are unique.
10. The following information **MUST** appear on each interlibrary loan photocopy: **NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW (TITLE 17 U.S. CODE).**
11. The consortium logo sheet concerning reciprocal agreement is to be attached to each photocopy.



# **FACTSHEET A**

## **Loansome Doc<sup>TM</sup>**



## *Fact Sheet* **Loansome Doc (TM)**

*A Document Ordering Feature of Grateful Med®*

In 1986, the National Library of Medicine (NLM) introduced a userfriendly microcomputer software package called Grateful Med which was designed to make searching NLM's MEDLARS® family of databases easier for the health professional. By 1991, Grateful Med included a document ordering feature called Loansome Doc which allows any user of IBM version 6.0 or higher or Macintosh version 2.0 or higher to order full-text articles for citations retrieved in MEDLINE®, its BACKFILES, SDILINE®, ALERT, HSTAR, and parts of HEALTH and AIDSLINE®. Loansome Doc provides a valuable link between the Grateful Med user and the user's medical library and, if necessary, the resources of thousands of the nation's medical libraries including NLM. The user's library serves as the document delivery center and point of contact for information about obtaining documents.

### **Specific Features for Requesting Documents**

Loansome Doc is designed for quick and easy access to documents for the Grateful Med user. The CONFIGURATION (setup) screen, stores the user's complete name, address, telephone number, fax number, preferred method of delivery (MAIL, FAX or PICKUP), and an identifier (LIBID) for the library that will provide documents. From a list of retrieved citations, a user can Select relevant articles. From the Loansome Doc ACTIONS menu, a user can Edit, Send or Delete the selected orders. One day after an order is sent, a user can receive a status report by choosing the Loan Status function.

### **Requirements**

Grateful Med users who desire to use the Loansome Doc feature must first establish an agreement with a medical library that uses DOCLINE®, (NLM's automated interlibrary loan request and referral system) to provide document delivery. That library is referred to as the user's "Ordering Library." Health professionals who are currently affiliated with a medical library should contact that library first. Unaffiliated health professionals, or users who are unsure about which library to contact, can get this assistance from a Grateful Med Help screen. This will direct them to the Regional Medical Library (RML) in their area that will provide information about libraries with which the user may establish Loansome Doc Service. Information about libraries that participate in this service can be obtained by calling 1-800-338-RMLS (7657).

Grateful Med users who enter into an agreement with a library to use Loansome Doc will be given the library's unique identification number, called a LIBID. The user then stores the LIBID in the CONFIGURATION screen for Loansome Doc. This number is transmitted with each batch of orders, and serves to identify the library to which the orders are sent. Each user also has the option to have a request routed to another library if the ordering library cannot fill it. This option is located on the CONFIGURATION screen and can be changed for each individual order by answering Yes or No to the question: "Fill Using Additional Libraries if Necessary?"

### **Loansome Doc Process**

Outlined below are the six steps in a Loansome Doc request starting with a Grateful Med search and ending with delivery of the copy of a document.

1. Grateful Med user sends a search query to MEDLINE, its BACKFILES, HEALTH, SDILINE, ALERT, or

#### AIDSLINE.

2. References are downloaded to the user's PC. User selects those to be ordered.
3. Using the Loansome Doc ACTIONS screen, the user orders the references selected. They are sent to the MEDLARS Order File.
4. The NLM computer electronically transfers the orders from the MEDLARS Order File to the user's Ordering Library using DOCLINE.
5. Staff at the Ordering Library are notified of pending Loansome Doc requests when they log on to DOCLINE. The requests are printed and processed. Each is handled according to the printed instructions on the request as specified by the Grateful Med user.
6. If the Ordering Library fills the request, the order record is updated as "Filled," and the photocopy of the document is mailed, faxed or set aside for pickup by the user. If the user's Ordering Library is unable to fill the request and the user has indicated that the request can be sent to another library, the Ordering Library then transfers the request and routes it to another library that has the journal with the requested article. If the user indicates that the request should not be forwarded to another library, the Ordering Library then updates the request as "Not Filled," and the user's request is canceled.

## Requesting a Status Report

NLM updates the status of all document orders daily in the MEDLARS Loan Status File. The Grateful Med user may request a status report of document orders through a dial-up to the NLM computer initiated from the Loansome Doc Actions screen. Twenty-four hours after an order is sent, a user may expect to find it in the Loan Status File. The Loan Status Report consists of an order number, an abbreviated title, and one of five possible status notations: ("Order Not Yet Read by Library," "Filled (date)," "Not Filled (date)," "In Process," "In Process - Order Forwarded to Other Library.")

## Costs

Users will incur an average charge of 30 cents for the online connection to transmit a batch of requests to a library. Photocopy or other source charges for providing the documents will vary from library to library.

For a complete list of NLM Fact Sheets, write to:

*Office of Public Information*

*National Library of Medicine*

*8600 Rockville Pike*

*Bethesda, Maryland 20894*

Fax: (301) 496-4450

Internet address: [publicinfo@nlm.nih.gov](mailto:publicinfo@nlm.nih.gov)

## Internet

Access to NLM fact sheets is also available for Internet users through FTP (File Transfer Protocol). To access, ftp to [nlpubs.nlm.nih.gov](ftp://nlpubs.nlm.nih.gov) and login as: anonymous.

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# **FACTSHEET B**

## **Interlibrary Loan Policy**



## Fact Sheet Interlibrary Loan Policy

Most of the literature in the general and historical collections of the National Library of Medicine (NLM) is available for interlibrary loan to any library. NLM does not loan directly to individuals. Libraries should send requests via DOCLINE®, NLM's automated ILL request and referral system, through the National Network of Libraries of Medicine® (NN/LM). Requests should be sent directly to NLM only for those titles not held in NN/LM libraries. The statement "Not Available in Region" must appear on the interlibrary loan request. The Regional Medical Libraries (RMLs) have established lending procedures for their regions. To reach your RML, phone 1800-338-RMLS. Loans requested from NLM must comply with the instructions in this policy and with the provisions of the National Interlibrary Loan Code of the American Library Association (ALA).

### Methods of Borrowing

Requests will be accepted via the following methods:

1. DOCLINE, using the following Library Identification (LIBID) numbers:
  - o 20209A-general collection
  - o 20209C-general collection, Clinical Emergency
  - o 20209B-historical collection
2. ALA or IFLA Interlibrary Loan Request Forms
3. Internet: [ill@nlm.nih.gov](mailto:ill@nlm.nih.gov)
4. Telefacsimile: (301) 496-2809

Inquiries regarding ILL policy, practice and information pertaining to specific requests may be sent to the ILL internet address or the ILL fax number.

All requests for material to be photocopied must include the applicable statement of conformance to either the U.S. Copyright Act of 1976 (CCL) or Copyright Guidelines (CCG). Requests for loans of audiovisuals must include the CCL statement.

- Requests must include the authorizing person's name (if sent by electronic transmission) or the signature of the authorizing person at the borrowing library (if the form is sent by mail).
- NLM requires that a requesting library include its LIBID number and complete address on each request. The LIBID may be obtained by searching the DOCUSER® database on the MEDLARS® system or by contacting the appropriate Regional Medical Library.
- Each item or item segment (chapter, part of issue, etc.) must be requested separately.
- Citations verified in NLM publications or NLM databases should include NLM call numbers. The call number is identified by 02NLM in CATLINE® and recently printed catalogs and 04NLM or DNLM in catalogs printed before January 1983. NLM's CATLINE, SERLINE® and AVLINE® databases are accessible via the Locator system. To access Locator, set terminal emulation to VT100, telnet to [locator.nlm.nih.gov](http://locator.nlm.nih.gov) and enter locator (in lower case letters) at the login: prompt.
- Give source of verification whenever possible, stating the specific NLM database containing the citation and the MEDLINE® or SERLINE unique identifier. Requests not verified or those which do not contain the summary of sources searched will not be processed.
- It is not possible for NLM to cancel a request once it is received.

## Forms of Loans

Material will be provided in the original form, as a photocopy, or in microform. The form will be determined by NLM. Literature in the collection printed before 1914 is usually loaned in the form of microfilm or photocopy. These materials are available from the History of Medicine Division (HMD). Audiovisual titles are available for loan. Pre-1970 audiovisuals are available from the HMD. Computer-Assisted Instruction (CAI) materials are not loaned. NLM will accept DOCLINE requests for transmission of materials via Ariel and fax. Ariel and fax requests must contain a complete citation, the Ariel address or facsimile phone number, an office telephone number, the complete address and LIBID number of the borrowing library.

## Clinical Emergencies

To request fax transmission for emergency patient care requests, the CLINICAL EMERGENCY requirement must be indicated on the request. DOCLINE participants should prefix these requests to NLM at LIBID 20209C. During the hours the Library is open, these requests will be filled within 2 hours. If NLM is unable to fill the request, notification will be transmitted within 2 hours.

NLM will refer requests when Refer On is indicated as a comment on an electronically transmitted request or at the top of an ALA or IFLA form. Requests must be within the scope of the NLM collection, not available at NLM, carry complete citation information and be identified as held by another library.

The loan period for original material, microfilm and audiovisuals is one month, not including transit time. No renewals are granted. Libraries with overdue items will be billed for lost materials after two overdue notices have been sent. Interlibrary loan service will not be provided to delinquent accounts.

## Delivery and Returns

NLM will pay postage for outgoing loans. The borrowing library will pay postage for the return of borrowed materials; is responsible for material from time of receipt until returned and received at NLM; will replace materials lost or irreparably damaged, and meet repair cost for damaged materials. For the protection of the borrowing library, it is suggested that materials be insured or registered and that a return receipt be requested.

- Return post-1913 printed materials, post-1969 audiovisuals, and pre-1914 microfilm to the Collection Access Section. Return pre-1970 audiovisuals to the History of Medicine Division.
- Pack materials properly for return, and inspect all materials to ensure that all parts, including guides are returned. Protect corners and edges of books well and mail unbound materials flat. Do not reuse NLM's jiffy bag. Audiovisual materials should not be returned in fiber jiffy bags.

## International Requests

Materials in the original form will not be loaned outside the U.S. International libraries may submit requests through their MEDLARS Center. If the item is not available from the MEDLARS Center and the Center does not have access to DOCLINE, international libraries may send requests to the ILL internet address, fax number, or by mail.

## Charges

- U.S. libraries-\$9.00 for each filled interlibrary loan in the form of a photocopy or loan of a book, audiovisual, or microfilm.
- There is a \$3.00 surcharge for photocopies provided via telefacsimile.
- International libraries-\$11.00 (U.S.) for each filled interlibrary loan in the form of a photocopy.
- Federal libraries - NLM will provide service free of charge to most federal libraries if the requesting library has complied with NN/LM policy for routing of interlibrary loan requests. Special arrangements will be made with high volume requestors.
- Do not send payment with the loan request. Invoices will be issued quarterly by the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161 and are payable to NTIS. Libraries are expected to establish a deposit account with NTIS to facilitate payment. Coupons are not

accepted as payment for these charges. Interlibrary loan service will not be provided to libraries with delinquent accounts.

- Please keep a copy of each loan request form returned with each item. The loan request number appears on the summary page of the invoice and is needed to interpret the invoice charges. NLM is unable to provide a second copy at the end of each quarter.

## Special Photographic Services

Photographs or slides of portraits, prints, charts, and other pictorial work require special procedures. Write to: Prints and Photographs Collection, History of Medicine Division (address below) for information and costs. Orders requiring copyright owner's permission will not be accepted unless accompanied by this permission in writing.

## Interlibrary Loan Information

Address requests as follows:

- For journal and monograph material published after 1913 and audiovisual material produced after 1969:

### COLLECTION ACCESS SECTION

National Library of Medicine  
LIBID: 20209A (Regular) or  
20209C (Clinical Emergency)  
8600 Rockville Pike  
Bethesda, Maryland 20894  
Telephone: (301) 496-5511  
Fax: (301) 496-2809  
Email: [ill@nlm.nih.gov](mailto:ill@nlm.nih.gov)

- For journal and monograph material published before 1914 and audiovisual material produced before 1970:

### HISTORY OF MEDICINE DIVISION

National Library of Medicine  
LIBID: 20209B  
8600 Rockville Pike  
Bethesda, Maryland 20894  
Telephone: (301) 496-5405  
Fax: (301) 402-0872  
Email: [ill@nlm.nih.gov](mailto:ill@nlm.nih.gov)

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**FACTSHEET C**

**DOCLINE®**





## *Fact Sheet* **DOCLINE®**

DOCLINE is the National Library of Medicine's automated interlibrary loan request and referral system. It was developed to fill the immediate need for improved service to the health professional by the rapid routing of interlibrary loan requests throughout the National Network of Libraries of Medicine® (NN/LM). Design features of the DOCLINE system are simplicity and ease of use.

Requests may be input, received, and updated without formal training. Other major advantages are collection of management information on interlibrary loan activity and reduction in staff time to process requests. Implementation of DOCLINE began in March 1985 and by April 1996, over 2,800 libraries were DOCLINE users.

### **Description**

When creating interlibrary loan requests, the user enters a library identification number (LIBID) rather than the entire name and address of the borrowing institution. Because DOCLINE is linked to MEDLINE®, its backfiles, and the HEALTH file, the borrowing library is able to input the unique citation number (UI) from MEDLINE and HEALTH and have all of the needed bibliographic data automatically placed in the ILL request. The same links exist to the CATLINE®, SERLINE®, Clinical Alerts and AVLINE® databases. If there is no UI, the system prompts the user to input the bibliographic data. Each request can be edited quickly and easily to correct errors made during input before releasing the request to the system for routing to a potential lending library.

Librarians are able to access DOCLINE to check the status of their loans both as a borrower and lender. Lenders receive and print their requests daily at their terminals. After a loan is either filled or not filled the action taken is entered into the system by the lender and the request is updated. Borrowers also receive daily online lists of requests that have been completely routed through DOCLINE and remain unfilled.

Automatic routing of requests for titles in SERHOLD®, NLM's National Biomedical Serials Holdings database which contains the holdings of 3,192 libraries, is a major component of the system. Routing is based on holdings data in SERHOLD, as well as on established local routing patterns provided by applicants. Requests are routed only to DOCLINE participants identified as holders of the requested material and included on the stored routing table provided by the borrower. The system automatically equalizes the workload among potential lenders. Requesters also have the option to select one preferred lender for each request. If the request is not filled by that lender, automatic routing then occurs.

Routing of requests for serial titles that are not in SERLINE, monographs, and audiovisuals cannot be automatic, as there is no master holdings database for these materials. Instead, these requests are routed to potential lenders input by the requester. Four time-triggered actions have been built into DOCLINE:

- The requester may stipulate a date after which an item is no longer needed. Once that date is reached and before referral to the next potential lending institution, DOCLINE automatically will "retire" the loan request.
- Lending institutions must accept their loan requests within one working day of input or the requests will be routed automatically to another potential lender.
- If no update of a loan request has occurred within three working days of receipt, a reminder message will be generated automatically by the system and sent electronically to the potential lender who received the

request.

- The loan will be routed automatically to another potential lender if there has been no action within four days of receipt.

## **Loansome Doc®**

Loansome Doc, the National Library of Medicine's document ordering capability for Grateful Med® users, allows health professionals to order documents electronically from a DOCLINE library. All Grateful Med users ordering documents must identify a DOCLINE library that is willing to serve them. The health professional performs a Grateful Med search on MEDLINE, its backfiles, HEALTH file or SDILINE® then, reviews the citations retrieved, and identifies specific documents ordered.

The order is sent by Grateful Med to the DOCLINE library. The Grateful Med user only has the capability of selecting documents to be ordered from a list of bibliographic citations retrieved from an online search. The document orders sent to the Grateful Med user's Ordering Library (DOCLINE library) are managed by the NLM mainframe computer. The Grateful Med user does not have access to DOCLINE. The request will contain information similar to a DOCLINE request.

DOCLINE libraries are encouraged to participate in Loansome Doc and serve health professionals who are Grateful Med users and who wish to obtain document delivery service using this new feature in Grateful Med. Loansome Doc provides several advantages to libraries providing document delivery services to health professionals.

1. All requests received via Loansome Doc will have correct citation information.
2. Requests can be receipted by the library at a convenient time, anytime DOCLINE is available.
3. All requests will be on identical forms.
4. Each request will carry a legible and correct user's name and address.
5. NO citation will need to be rekeyed to transfer it to DOCLINE. The citation is transferred to DOCLINE by inputting the request number.
6. Grateful Med users can check on the status of their loans electronically rather than calling the library.

## **Management Information**

Each DOCLINE participant receives regular summary reports on its activity as a lender and as a borrower. Reports in greater depth, including, for example, collection development data are distributed annually.

## **Access**

DOCLINE application packets are distributed by the Regional Medical Libraries. Completed applications, including the routing tables, are reviewed by the RML's before being sent to NLM. Institutions will be assigned a DOCLINE code when their application is processed by NLM. Some institutions may wish to secure a second code at the time of application if their interlibrary loan activity warrants an additional code. NLM has no plans to implement charges for the use of DOCLINE.

## **Equipment**

Any terminal that can access MEDLINE and is able to display 80 characters on a line is able to access DOCLINE. NLM recommends using microcomputers with terminal emulation software, operating at 1200, 2400, or 9600 baud with a printer. These will make use of DOCLINE easier and more efficient.

## **Service Desk**

For assistance using DOCLINE or questions about the system, call the DOCLINE Service Desk at 800-633-5666. When staff is not available, callers may leave a recorded message and a staff member will return the call.

## **Training and Documentation**

DOCLINE is easy to learn and use and does not require formal training. NLM provides a user manual to all new users. Updates will be distributed to all users when changes are made to the system.

## Availability

DOCLINE is available from 7:00 a.m. to 10:00 p.m. Eastern Time, Monday through Friday, and from 7:00 a.m. to 5:00 p.m. Eastern Time, Saturday. DOCLINE is not available on major national holidays (Thanksgiving, Christmas, New Year's Day, Memorial Day, Independence Day, Labor Day).

For further information concerning DOCLINE please contact:

**Collection Access Section**  
**National Library of Medicine**  
**8600 Rockville Pike**  
**Bethesda, MD 20894**  
301/496-5511  
800/633-5666  
Internet: [ill@nlm.nih.gov](mailto:ill@nlm.nih.gov)

For a complete list of NLM Fact Sheets write to:

**FACT SHEETS**  
**Office of Public Information**  
**National Library of Medicine**  
**8600 Rockville Pike**  
**Bethesda, MD 20894**  
email: [publicinfo@nlm.nih.gov](mailto:publicinfo@nlm.nih.gov)  
Internet: <http://www.nlm.nih.gov>

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## *Fact Sheet* **SERHOLD®**

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### **Background**

SERHOLD is the National Library of Medicine's (NLM) database of machine-readable holdings statements for biomedical serial titles held by U.S. and selected Canadian libraries, primarily members of the NLM-supported National Network of Libraries of Medicine (NN/LM). These holdings statements are linked to NLM's authoritative bibliographic data.

SERHOLD was developed primarily to serve as the basis for DOCLINE®, NLM's online interlibrary loan request and referral system for health sciences libraries. It is also used to generate a variety of union list products and is the basis for location information in SERLINE® and Health Sciences Serials. As of March 1997, the database included approximately 1,396,000 holdings statements for about 42,000 serial titles from over 3,175 health sciences libraries. The database also contains biomedical holdings of CISTI, Canada Institute for Scientific and Technical Information, the Canadian MEDLARS® Center.

Each of the eight Regional Libraries in the NN/LM is responsible for the collection and coordination of updates to SERHOLD for its region. CISTI coordinates the SERHOLD updates for Canada. Batch updates are done semi-annually from tapes produced by participating databases and institutions, and they can be submitted in SERHOLD, OCLC MARC, or USMARC HOLDINGS formats. As of October 1993, an online updating system is available which can be used by authorized groups to add, update, or delete records. As of March 1997, authorized groups will be able to submit holdings data via ftp. Records updated online or by ftp are available to DOCLINE within a few weeks. SERHOLD data are stored in NLM's computer and are not distributed in machine-readable form without the permission of the participating institutions or their representatives.

### **Titles Included**

Participants are limited to reporting holdings for serial titles that are in NLM's SERLINE database. SERLINE contains over 85,000 serial titles. In recent years, the database has been augmented by the addition of non-NLM titles held in the NN/LM regions. Titles are reported to NLM with appropriate bibliographic documentation and added to SERLINE if they meet the criteria for addition. Serials reported must be available for interlibrary loan and provide information needed by health care professionals and health sciences library personnel in the course of their work. Serials designed for recreational reading will not be included.

### **Participants and Reporting Requirements**

Eligible SERHOLD participants may include any U.S. library which provides health care and biomedical information resources to health professionals or health sciences library personnel and assists them in fulfilling their roles as administrators, educators, researchers, or practicing health professionals.

Batch reporting requirements include adherence to the standard tape format described in NLM's Format for Direct Transmission of Holdings Data to the National Library of Medicine's SERHOLD Database. \* The format is based on "American National Standard for Information Sciences Serial Holdings Statements," as developed in 1986 (Z39.42-1986), but allows for the incorporation of existing machine-readable data in nonstandard format. In

addition to records coded in SERHOLD format, NLM also accepts OCLC MARC format and USMARC format. Contact the Serial Records Section at NLM for further information on the procedures for submitting holdings records in these formats.

Online updating is available to regional, state, or consortia groups reporting holdings data to SERHOLD. Interested groups should contact the SERHOLD Coordinator in their region for more information about online updating. As of March 1997, updating via ftp is available for reporting holdings data to SERHOLD. Interested groups should contact the Serial Records Section at NLM for more information about reporting via ftp. SERHOLD Update Guidelines are prepared each year for use by existing and future participants.

As of March 1997, 92 percent of the data in SERHOLD are encoded at the summary level 3 and can be interpreted at the volume and year level in the DOCLINE system. All reporting institutions must use the NLM title control number as the bibliographic link to the NLM database and the NLM-assigned SERHOLD codes as an institutional identifier. All participants must contact the SERHOLD Coordinator in their region for specific instructions before reporting to NLM.

## Products

Once a year, Regional Libraries may request union list products to supplement existing regional publications. Union lists are available in microfiche, hard copy, or machine-readable form. Larger lists may be available in microfiche or machine-readable form only. NLM produces one master copy of each microfiche or hard copy union list. These masters are distributed to the Regional Libraries or their designates, who are responsible for reproduction and distribution.

Requests for products should be sent to: Deena S. Acton, Serial Records Section, Technical Services Division, NLM, 8600 Rockville Pike, Bethesda, MD 20894  
(e-mail [ActonD@gwsmtpl.nlm.nih.gov](mailto:ActonD@gwsmtpl.nlm.nih.gov))

## SERHOLD Data Coordinators

**Region 1**, Robert Dempsey, (212) 427-1630, Medical Library Center of New York

**Region 2**, Barbara Kuchan, (410) 706-2855, University of Maryland

**Region 3**, Lisa Jacob, (312) 996-2464, University of Illinois at Chicago

**Region 4**, Paul Hoffman, (402) 559-4326, University of Nebraska

**Region 5**, Sherry Porter, (817) 735-2467, Texas College of Osteopathic Medicine

**Region 6**, Nancy Press, (206) 543-8262, University of Washington

**Region 7**, Heidi Sandstrom, (213) 825-1200, UCLA

**Region 8**, Robert Dempsey, (212) 427-1630, Medical Library Center of New York

**Canada**, Bev Brown, (800) 668-1222, CISTI

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# Interlibrary Loan Request Forms

DO NOT REMOVE STUB WHEN USING DAYLORD #481 ENVELOPE

DATE OF REQUEST

CALL NO.

STATUS

DEPT.

BOOK AUTHOR: OR: PERIODICAL TITLE, VOL. AND DATE

BOOK TITLE, EDITION, PLACE, YEAR, SERIES: OR: PERIODICAL ARTICLE AUTHOR, TITLE, PAGES.

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

REQUEST COMPLIES WITH

10E (g) (2) GUIDELINES (CCG)

OTHER PROVISIONS OF COPYRIGHT LAW (CCL)

DATE OF REQUEST

NOT NEEDED AFTER

REQUESTER'S ORDER NO.

Call No.

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

Request complies with

☐ 10E (g) (2) guidelines (CCG)

☐ other provisions of copyright law (CCL)

AUTHORIZED BY:

(FULL NAME)

Title

A  
REQUEST

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 Cost 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-receipt.

# **APPENDIX A**

## **NN/LM Document Delivery Policy**



# Document Delivery Policy

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## National Network of Libraries of Medicine, Southeastern/Atlantic Region

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Southeastern/Atlantic (SE/A) Region libraries agree to provide efficient, cost effective interlibrary loan services to ensure that health professionals throughout the region have timely access to information. For consistent high quality document delivery, network libraries follow standardized national and regional policies and procedures. A summary of these policies is listed below.

### I. The Network Participants

A. Any library, information center, institution or organization in the SE/A Region with its own collection of health sciences materials from which, in part, it provides information services to health professionals, can become a network participant. As participating institutions, libraries accept the goals and principles of the *SE/A Region Document Delivery Policy*. For network membership information, contact the SE/A office.

B. Network institutions are divided into the following four categories based on ability and willingness to assume responsibility for interlibrary lending of materials:

#### 1. National Library of Medicine (NLM)

NLM is responsible for national coordination and interface with other national document delivery networks; provision of document delivery services to augment regional resources; the continued support of SERHOLD; the continued development and support of DOCLINE and Loansome Doc; and the collection and distribution of management data from DOCLINE to monitor network and individual library performance.

#### 2. University of Maryland at Baltimore, Health Sciences Lib., SE/A Regional Medical Library (RML)

The Health Sciences Library is responsible for developing and implementing a regional document delivery policy consistent with the national plan; coordinating the production and distribution of SE/A Region locator tools; coordinating DOCLINE and Loansome Doc activities in the region; interfacing with other interlibrary loan networks; and serving as a resource for items not available elsewhere in the SE/A Region.

The Health Sciences Library also fosters cooperative activities relating to collection development and maintenance in the SE/A Region; participates in exploring improved methods of document delivery; and manages the collection, analysis and interpretation of regional document delivery performance data.

#### 3. Resource Libraries (RLs)

Resource Libraries maintain sufficient collections and current acquisitions to provide document delivery service to a specific subregional area or to a larger geographic area as a specified resource. Resource Libraries are expected to fill requests for other NN/LM libraries at a charge not to exceed the current national maximum. These libraries must maintain holdings in SERHOLD and participate in DOCLINE and Loansome Doc. A Fact Sheet of current Resource Libraries may be obtained from the SE/A office.

#### 4. Primary Access Libraries (PALs)

PALs are hospital libraries and all other network participants which do not serve as Resource Libraries. PALs should contribute to and maintain holdings data in SERHOLD and participate in DOCLINE and Loansome Doc. These libraries are encouraged to develop adequate resources to respond to their users' needs and to cooperate with other local libraries to share resources among themselves before forwarding requests to Resource Libraries.

### II. Interlibrary Loan Service

#### A. DOCLINE Requests

##### 1. General Information

DOCLINE is the preferred interlibrary loan system in the NN/LM. Requests should be entered into DOCLINE when at all possible. DOCLINE is the National Library of Medicine's automated interlibrary loan request and referral system. It improves service to the health professional by the rapid routing of ILL requests through the NN/LM network. The system can be accessed by the same terminal or microcomputer that is used to access MEDLINE or other databases. To be a full DOCLINE participant, a library must enter its serial holdings information in SERHOLD. Some exceptions can be made for libraries with very small collections. Additional information about SERHOLD, DOCLINE and application packets may be obtained from the SE/A office.

##### 2. DOCLINE Policies and Procedures

a. A library which owns more than 25 current journal titles must include its serials holdings in SERHOLD to become a full DOCLINE participant. Information about entering one's serials holdings into SERHOLD may be obtained from the SE/A office.

b. All SE/A Region libraries must keep their serials holdings information in SERHOLD both accurate and

current. The SE/A office recommends updating SERHOLD records every year. Any library that fails to update its SERHOLD holdings in two consecutive years will be deleted from the database by NLM.

c. The DOCLINE routing table submitted should represent a library's normal borrowing patterns. In general, network libraries should submit routing tables which reflect guidelines recommended in this policy. (See Section II.B.4. below).

d. Lending institutions must accept their loan requests within one working day, or the requests automatically route to another potential lender. For this reason, it is important that DOCLINE participants log into the system on a daily basis to receive requests.

e. All requests received through DOCLINE must be acted upon within four working days of receipt. If the request is not updated by the end of that time period, the loan will automatically be routed to another potential lender.

f. If a lending library fills a request and neglects to update the record to show that the loan has been filled, it is not entitled to payment for the filled request.

g. A lending library must check the MAXCOST field before filling a request, to ensure that the borrowing library is willing to pay the full amount charged by the lending institution. If the borrowing library's MAXCOST is lower than the ILL charges specified by the lending library, the loan should not be filled. A borrowing library may not be charged any amount greater than the amount specified in the MAXCOST field by that institution.

h. DOCLINE participants are expected to be lenders as well as borrowers. The SE/A office encourages consortia and other arrangements which facilitate equitable borrowing/lending patterns.

i. NLM will distribute reports from the DOCLINE system to all DOCLINE participants.

## **B. Non-DOCLINE Requests**

### **1. General Principles**

Health professionals are expected to access the network through the nearest network library with which they are affiliated. Libraries are expected to process requests from other institutions to the extent they are able. Network libraries shall make optimal use of local resources before forwarding requests to Resource Libraries.

### **2. Locator Tools**

For non-DOCLINE requests, SE/A Region libraries are expected to use the latest editions of SE/A Region locator tools. For journal requests, consult the *Region 2 Union List of Serials* to avoid potential referral charges. Librarians may also want to consult local and state union lists of serials where available. For monograph and audiovisual requests, OCLC, RLIN, AVLINE and state monographic or audiovisual union lists are acceptable locator tools. All requests must indicate which locator tool was used. (See also Section III, Charges).

## **3. Preparing the Request**

a. Type and sign requests submitted on the American Library Association (ALA) four-part interlibrary loan form. OCLC requests should follow the system's standard work form. Requests sent via an electronic message system must conform to the NLM format.

b. Regardless of the form of transmission, each request must include the applicable statement of conformance to either the U.S. Copyright Act of 1976 (CCL) or Copyright Guidelines (CCG).

c. Include only one item, i.e. monograph, audiovisual or journal article, per form. Articles in more than one part must be requested separately.

d. Citations should be complete.

e. Requests should be verified whenever possible. If verification in a standard index is impossible, the request should indicate what was consulted, e.g. not in *Index Medicus 1975-83*. The source where the reference was cited is also acceptable. Resource Libraries are not obligated to verify incoming requests. Requests which do not include verification or a source of reference may be returned if the citations are incomplete.

f. NLM call numbers and OCLC control numbers should be included when known.

g. Each request must indicate the locator tool in which the holding library has been identified. If no location was found, list all the locator tools consulted.

h. Each request should note all applicable restrictions; e.g. the maximum charge the requesting library will pay; names of libraries with whom deposit accounts are established; or instructions regarding referral of requests.

## **4. Requesting Patterns**

### **a. Journal Articles**

#### **1) Item Held Locally**

A network library which determines that the desired item is held locally should submit the request to that library. Local intraconsortia lending agreements should be developed to promote rapid and economical document delivery. When filled locally, a loan may be subject to a charge.

#### **2) Item Held at a Resource Library or the RML**

A network library which determines that a desired item is available at a Resource Library or the RML may submit the request to that library. In general, a network library should exhaust the resources in its state before sending a request to a library outside the state. A filled loan is subject to a charge which shall not exceed the national maximum.

#### **3) Item Not Held at Resource Libraries or the RML**

A request which cannot be filled within the SE/A Region may be sent to any Resource Library, RML or NLM. A filled loan is subject to a charge which shall not exceed the national maximum.

#### **4) Requests Not Filled by Resource Libraries, RML or NLM**

A request which cannot be filled by the RL, RML or

NLM shall be referred to another network library which holds the item. No referral charges shall be levied if the original request was sent based on locator tool information. The library filling the request may charge for providing the loan. If no referral is desired, the request form must indicate DO NOT REFER.

**b. Monographs and Audiovisuals**

1) After determining location (using locator tools mentioned in Section II.B.2), the loan request should be sent directly to the nearest library in the SE/A Region holding the item.

2) A request can be sent directly to NLM only if it has been determined that it is not available in the SE/A Region. The request must indicate NOT AVAILABLE IN REGION.

3) For network libraries with no locator tools, requests should be sent to the nearest Resource Library for filling or referral to another Resource Library, an RML, or NLM. No referral charge shall be levied.

**5. Lending Responses**

Filled loans or notices of nonfulfillment are to be sent directly to the originating library.

**6. Borrowing from the National Library of Medicine**

Requests that cannot be filled by local institutions or by regional Resource Libraries or the RML may be sent directly to the National Library of Medicine (NLM). The statement NOT AVAILABLE IN REGION must appear on the interlibrary loan request.

Requests will be accepted via the following methods: 1) DOCLINE, 2) ALA or IFLA Interlibrary Loan Request Forms, 3) Internet: [ill@nlm.nih.gov](mailto:ill@nlm.nih.gov), 4) Telefacsimile: 301-496-2809.

NLM will refer requests when REFER ON is indicated as a comment on an electronically transmitted request or at the top of an ALA or IFLA form. Requests must be within the scope of the NLM collection, not available at NLM, carry complete citation information and be identified as held by another library.

See the NLM Fact Sheet *Interlibrary Loan Policy* for more information. NLM Fact Sheets may be obtained via anonymous ftp at <ftp://nlmpubs.nlm.nih.gov> or contact the SE/A office to request a copy.

### III. Charges

**A. Charges for Filled Loans**

1. The maximum Resource Libraries may charge network members for journal and monographic requests sent by U.S. mail is \$10. This maximum charge conforms with the national maximum set by NLM. Other network libraries are encouraged to abide by the max charge of \$10 when possible.

2. For U.S. libraries, NLM charges \$8 for each filled interlibrary loan in the form of a photocopy or loan of a book, audiovisual or microfilm. There is a \$3 surcharge for photocopies provided via telefacsimile. For more about

NLM charges, see the NLM Fact Sheet *Interlibrary Loan Policy*.

3. Agreements among local institutions and consortia to waive network charges will be recognized.

4. Audiovisuals, telefacsimile, and Ariel service are not subject to the national maximum charge. Charges shall be set by the lending institution.

**B. Referral Charges**

1. There shall be a maximum charge of \$8 for referring journal requests when:

a. Such requests do not indicate use of the *Region 2 Union List of Serials*;

b. The *Union List of Serials* is used incorrectly.

2. No referral charge shall be levied for:

a. Items which a library cannot fill but is listed as owning in the *Region 2 Union List of Serials*;

b. Titles not appearing in the *Region 2 Union List of Serials*;

c. Monograph or audiovisual requests;

d. DOCLINE requests.

**C. Non-Network Member Charges**

Network libraries may establish individual fee schedules and policies for supplying loans to non-network participants.

### IV. Performance Data

**A. Rationale**

Analysis of performance data assists SE/A Region staff in developing and implementing programs and services. This data supplies information concerning current performance of member libraries and indicates trends and future needs. The data also assists the SE/A staff with programs in collection development, maintenance and preservation.

DOCLINE-generated statistical reports are used to analyze performance data for the Resource Libraries and the RML. Requests not filled due to cost will be excluded in this evaluation.

**B. Fulfillment Standard**

The measure of fulfillment (fill rate) is calculated by dividing the number of received requests into the number of filled requests (minus those rejected due to cost). The acceptable minimum fill rate for the RML and Resource Libraries is 75 percent.

**C. Throughput Standard**

Network standards require that 85 percent of filled loans be processed completely within four calendar days and that 85 percent of non-filled requests be processed within seven calendar days.

#### D. Notification of Non-Availability

All network participants will indicate reasons for not filling document delivery requests by including this information as specifically as possible (e.g., issue not owned, missing, etc.) via the "Lend" module for DOCLINE requests and in the "Remarks" portion of the interlibrary loan request form for non-DOCLINE requests.

#### V. Loansome Doc

Loansome Doc is the document ordering feature of Grateful Med. It allows Grateful Med users to request articles located in MEDLINE and other NLM databases from network libraries. All network DOCLINE participants are encouraged to provide Loansome Doc service, especially to those individuals affiliated with the network's institution. DOCLINE requests received from other network members that originated from Loansome Doc users (LDD requests) should be treated as interlibrary loans.

#### VI. Locating ILL Policy Information

The interlibrary loan policies of SE/A Region SERHOLD participants are contained in the *Interlibrary Loan Policy Handbook*. The *Handbook* is available on its own for \$15 or with a purchase of the *Region 2 Union List of Serials* for \$25. Contact the SE/A office for a *Publications Order Form*.

Other NN/LM member interlibrary loan policies may be obtained via DOCUSER. DOCUSER is NLM's ELHILL database of directory, interlibrary loan, and network information on libraries throughout the world. It contains the name and address records from over 13,000 libraries and other information-related organizations. Accessing DOCUSER is free of charge. Information included in the database is collected from: interlibrary loan requests sent to NLM and records in the SE/A network registry. DOCLINE participants are requested to keep their DOCUSER records current by notifying the SE/A office of any changes -- particularly for telephone and telefacsimile numbers.

#### For More Information

• **NN/LM SE/A Document Delivery Manual**, contains information about the National Network of Libraries of Medicine structure and responsibilities, the processes of document borrowing and lending, DOCLINE and Loansome Doc services, copyright issues and DOCUSER. Also included are sample request forms, Fact Sheets and a directory of resources. Contact the SE/A office for information on ordering.

• **DOCLINE Service Desk** at NLM exists to respond to questions, problems and comments of DOCLINE users. For assistance using DOCLINE, call the DOCLINE Service Desk at 800- 633-5666 or 301-496-5511 (local). The Desk is staffed from 8:30 AM - 5:00 PM ET, Monday- Friday except federal holidays.

• The Internet is an increasingly important resource; it is used as a means of communication; a source for full-text and graphical information; and a mechanism for file transfer. The NN/LM and NLM use the Internet to provide and promote products and services. The following lists a few Internet-accessible document delivery resources currently available. For more information, contact the SE/A office or see the Fact Sheet *National Library of Medicine (NLM) Internet-Accessible Resources*.

##### 1) E-mail and Listserv services

To contact NLM concerning a document delivery or DOCLINE question, send a message to: [ill@nlm.nih.gov](mailto:ill@nlm.nih.gov).

The SE/A office maintains a discussion list, the *nnlm-sea*, for regional members to talk about regional issues, including document delivery. To join the list, send request to: [listproc@list.ab.umd.edu](mailto:listproc@list.ab.umd.edu).

##### 2) FTP

NLM distributes many publications and software programs via anonymous ftp (<ftp://nlmpubs.nlm.nih.gov/>). NLM publications such as Fact Sheets, the DOCLINE manual, and DOCLINE pocket cards are available.

##### 3) World Wide Web

NLM's Home Page, called HyperDOC, is available at URL: (<http://www.nlm.nih.gov/>). It provides information about Library programs, connections to NLM online services, and links to specialized NLM Web servers.

The NN/LM maintains a web site at URL: (<http://www.nnlm.nlm.nih.gov/>). The eight regional offices have their own home page, many of which provide document delivery information. The SE/A office maintains its home page at: (<http://www.nnlm.nlm.nih.gov/sar/>). Some document delivery documents are available on the SE/A web site and more are to be added. ★

National Network of Libraries of Medicine.  
Southeastern/Atlantic Region  
University of Maryland at Baltimore  
Health Sciences Library  
111 South Greene Street  
Baltimore, Maryland 21201  
Phone: 800-338-7657 or 410-706-2855 (local)  
Fax: 410-706-0099

# Invoice

Invoice Number: 97-36  
Date: 4/22/98

NN/LM Southeastern/Atlantic Region  
University of Md at Baltimore, HSL  
III South Greene Street  
Baltimore, MD 21201-1583  
PHONE: 1-800-338-7657  
FAX: 410-706-0099

**TO:**  
Georgia Baptist Medical Center  
Medical Library Box 415  
303 Parkway Drive, NE  
Atlanta, GA 30312-1212

Ship to (if different address)

SALESPERSON	ORDER NO.	DATE SHIPPED	SHIPPED VIA	F.O.B.	TERMS
Ruth Collins	CK# 001519869	April 29, 1998	USPS[Shipped Via]	[F.O.B.]	20 Days

QTY.	DESCRIPTION	UNIT PRICE	TOTAL
One	Union List of Serials (microfiche) & ILL Policy Handbook, 1997	25.00	0.00
One	Document Delivery Manual, 1997	10.00	0.00
			0.00
			0.00
			0.00
			0.00
			0.00
SUBTOTAL			0.00
SALES TAX RATE %			
SALES TAX			0.00
SHIPPING & HANDLING			
TOTAL DUE			\$0.00

THANK YOU FOR YOUR ORDER!

PLEASE MAKE CHECKS PAYABLE TO:  
NN/LM, Health Sciences Library, UMAB

Questions?  
Call 800/338-7657

# **APPENDIX B**

## **Copyright Notice**

## NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

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This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Examples of Minimum Type Sizes Specified by the Register of Copyrights for the "Warning Concerning Copyright Restrictions"

Above. Display Warning of Copyright.  
Sample of 18 point type size for display at the place where orders are accepted.

Left. Order Warning of Copyright. Sample of 8 point type size. This warning must be included on the printed document delivery request forms.

Note that the height and width of the two Warnings are not specified by the Regulation.

**U N I O N   L I S T**

**I N S T R U C T I O N S / F O R M S**



# SEMPUL TOPICS

The USC Medical School  
Medical Library Serials Department  
Columbia SC 29208

ISSUE NO. 13

An Irregular Bulletin

MAY 1991

2. Please remember that the inclusion of the SEMPUL title code (to the right of the ISSN # on your printout) or the ISSN of a title is our preferred method of receiving any updates/additions.

3. When reporting to us that your library has cancelled a title, include that in the section with changes to existing holdings (do not report this title as ceased unless the title itself has stopped publication.) Always include the beginning and ending volume numbers when reporting you have cancelled a title. If you have discarded a title, please mark clearly as discarded or no longer owned and include in your deletions list.

4. Please check our volume numbers and year dates for a title when making changes to your holdings. We follow NLM bibliographic information and must report your holdings to SERHOLD in this manner.

5. When sending us a beginning volume for which you have incomplete holdings, show the ending issue number and begin next volume to show continuous holdings. Example: v.2n3-6/3-  
This also applies to all incomplete volumes. Example: 16-25/26n2-12/27-  
This holdings format allows for Level 3 reporting.

6. When a title changes in mid-volume, please report your holdings as though you owned the entire volume of both titles, if you do have all issues. This also allows for more complete routing on DOCLINE.

An attachment to this newsletter goes into somewhat more detail concerning the appropriate way to report holdings so that they can be used for detailed routing on DOCLINE.

## 1991 SEMPUL UNION LISTS

GROUP	#MEMBERS	#TITLES
Atlanta	25	2426
CONBLS	17	17420
Jacksonville	8	1382
Miami	17	1960
Mississippi	18	6268
Palm Beach	5	647
South Carolina	24	11334
Tampa	17	1504

## BIBLIOGRAPHIC MICROFICHE AND FORMS

Enclosed in your packet is a 1991 microfiche set of

all the titles in the SEMPUL Database. You may use it to verify titles in your library for addition to your library's SEMPUL information. There are over 27,000 titles on the microfiche and many of them now have OCLC numbers listed below the title information. Additional SEMPUL Update and New Title forms for copying are also included

## NEW MEMBERS

Any library who is in a group or is thinking about joining with a group must inform us officially that they will be in that consortium. The leader of a consortium may notify us also. In the past we have added libraries to SEMPUL, but were never informed that they belong to this or that group, so the libraries were not included in the consortium union list.

Consortium Leaders/Presidents: Each year around update time, send us at SEMPUL a list of the active participants in your union list. This gives you a chance to give us special instructions and provides you with more accurate products.

## ITS ALWAYS THE SAME TIME

We anticipate that, as in past years, the SEMPUL update deadlines for SERHOLD/DOCLINE be in late February, early March. Any libraries new in your group and not yet in to SEMPUL do have an opportunity to have their holdings added to SERHOLD in November in the Mid-year Update. This is for new libraries only. Holdings must be received at SEMPUL by the beginning of October to allow for processing.

## PROBLEM TITLE

It has come to our attention that CLINICAL ORTHOPEDICS AND RELATED RESEARCH is something of a routing problem in DOCLINE. The reasons for this are rather complex. We have attempted to remedy the problem by adding year dates as your main holdings, as well as keeping your issue numbers which now appear in parentheses after the year dates. There is a detailed explanation of the problem and its ramifications attached. The way we have reformulated your holdings to appear in SERHOLD is hopefully correct. Check your listing for this title and let us know if you have any questions. We ask that you do send us any changes to your holdings in this format - even though we will attempt to change any holdings sent otherwise.

## NEW PEOPLE / OLD PROCEDURES

For those of you who are newly employed in your libraries and/or have had little experience with the updating of your serial holdings through SEMPUL, the following are some hints that will speed your paperwork and will aid us in making your changes:

You may write your changes to existing holdings onto the paper copy of your holdings which we send you. This is not mandatory, but it is an easy way for you to update and for us to make sure that we are adding the correct information to the correct titles. Please send information on your new titles on our NEW TITLE SHEET.

DO NOT SEND US YOUR PAPER COPY WITH CORRECTIONS. DO NOT DUPLICATE HOSE CHANGES ON ANY OTHER SHEETS. HIGH YOU SEND US. THIS CREATES DOUBLE WORK FOR US BY MAKING US R K YOUR WORK TWO TIMES.

When using the official SEMPUL UPDATE forms sending us a listing of changes PLEASE:

Separate your additions / deletions / changes to existing holdings into three separate sections.

## SEMPUL/SERHOLD DOS AND DONTs

SEMPUL makes provision for participating libraries to list issue-specific holdings by indicating which issues are held within an incomplete volume. SERHOLD, on the other hand, allows only summary level holdings; incompletely held volumes must either be omitted from the summary level statement, or included as though they are complete. Although gaps between volumes can be indicated, there is no provision for "incompleteness" within a volume at the summary level.

These two conflicting approaches to the level of holdings specificity are reconciled in the computer program which SEMFUL uses to produce SERHOLD holdings records out of SEMFUL holdings data. This program reads a SEMFUL holdings statement, and extracts only what it considers to be "complete" segments. It identifies "incomplete" segments by the presence of an alphabetic character -- any alphabetic character -- within a segment, and replaces it with a comma, which is Level 3 punctuation for showing a gap between volumes. If the original SEMFUL statement has several consecutive incomplete volumes listed, the entire incomplete sequence is replaced with a comma.

Like most other computer programs, SEMFUL's SERHOLD conversion program is not very intelligent. It will do only what it is suppose to do, and do it all the time, whether the results are good or bad. Please note how the presence of an alphabetic character adversely affects the way the program handles the following holdings statements:

Original (Bad) Data:	Program Produces:	Explanation:
100N1--	Level X	(The "N" flags the segment as incomplete However, the segment is the entire statement. "Level 3" and "incomplete" are "incompatible; Level X is only alternative)
9N3--	Level X	(Same rationale)
1-6/7N2--	1-6,.	(Unreadable by DOCLINE: the sequence ",." is not allowed)
1-6/7N2-15N9/16--	1-6,16--	(Valid Level 3 formulation, but vols. 8-14, which are complete but hidden, are excluded)
7N2-15N9	Level X	(No "complete" segment found)
v.19--	Level X	("v." is alphabetic, segment therefore incomplete)
V150--	Level X	(Same rationale)

The presence of an alphabetic character in all these cases would cause undesirable effects when the statements were processed for SERHOLD, if we allowed then to enter SEMFUL. SEMFUL staff routinely reformulated any such statements in order to prepare them to be reported to SERHOLD at Level 3. Remember that, to DOCLINE, a Level X SERHOLD holdings statement means that the holding library has everything ever published for the title.

The next set of examples illustrates how SEMFUL staff would reformulate these statements, and how SEMFUL participating libraries should report them in the first place:

Reformulated (Good) Data:	Program Produces Level 3 data:	Explanation:
100--	100-.	(Since the "N1" in the original bad data means volume is held from first issue, just state the volume number)
9N3-6/10--	10-.	(Isolate the incomplete segment, so that program can "see" a complete segment)
1-6/7N2-6/8--	1-6,8-.	(Same rationale)
1-6/7N2-6/8-14/15N1-9/16--	1-6,8-14,16-.	(Same rationale)
7N2-6/8-14/15N1-9	8-14.	(Same rationale)
19--	19-.	(Omit unnecessary punctuation)
150--	150-.	(Same rationale)

Because the presence of an alphabetic character causes a segment of a holdings statement, or an entire holdings statement, to be reported to SERHOLD in an undesirable fashion, participating libraries should avoid using "incomplete segments" when they are not necessary. In SEMPUL'S experience, this same advice applies when libraries:

- 1) are trying to show that all issues of a volume are held but the volume had a premature end
- 2) are unsure whether a volume is complete or not

An example of the first category is the title change which occurs before the physical volume is completed, or the title which ceases before the expected completion of the final volume. In the second category fall many monthly publications whose premier issue appears in mid-year but whose numbering system is later adjusted to coincide with the calendar year. The journal *Supervisor Nurse* provides good examples to illustrate both these cases. The first volume of this publication began with vol.1, no.1, June 1970, and ended with vol.1, no.7, Dec. 1970, the next issue being vol.2, no.1, Jan. 1971. Volume 1 only has 7 issues, and if you have all 7 issues, you have the complete volume and should report it to SEMPUL as complete. That is, report holdings as "1", not "1N1-7". This publication continued regularly for some years,, but then suddenly changed title as of September 1981. The final issue published was vol.12, no.8, Aug. 1981, and the first issue of the new title, *Nursing Management* was vol.12 no.9, 1981. The library which has all 8 issues of *Supervisor Nurse* for 1981, as well as all 4 issues of *Nursing Management* for the same year, has complete holdings, and when reporting holdings for these titles to SEMPUL should formulate its statements so that the SEMPUL SERHOLD conversion program recognizes them as complete and includes them in the holdings data updated to SERHOLD. Otherwise, holdings for these volumes will not be available for automatic DOCLINE routing, a factor of potential consequence for interlibrary lending networks where net lending and net borrowing are important considerations.

\*The text above from UCMP NOTES April 1991 was reformatted and edited slightly. Thanks to Editor Bob Dempsey of UCMP for his complete and well thought out explanation.

FROM :

UCMP Notes, July 1990

Figure 1

EXAMPLE	
Library XYZ holdings:	1-14/22/25/38-163/192-- (1953-1959/1962/1965-1982/1985--)
DOCLINE-compatible reformulation:	1953-1958/1959N13-14/1962N22.25/1965-1981/1982N162-163/1985--
EXPLANATION	
1) 1-14 -->	1953-1958/1959N13-14. [1953-1958 consists of issues 1-12, and are thus complete. Issues 13 and 14 do not complete 1959, which was published in issues 13-15, so 1959 must be displayed as an incomplete "volume," showing the issue numbers held within the "volume."]
2) 22/25 -->	1962N22.25. [The year 1962 includes nos. 22 through 25, but the library holds only nos. 22 and 25. As in the case of the year 1959, 1962 must also be shown as incomplete, with the issue numbers detailed.]
3) 38-163 -->	1965-1981/1982N162-163. [Nos 38 through 163 are held. No. 38 coincides with the beginning of 1965, but no. 163 is in the middle of 1982. Therefore, 1965 through 1981 are held complete, and 1982 must be shown as incomplete.]
4) 192-- -->	1985--. [No. 192 coincides with the beginning of 1985, and all issues afterwards are held.]

CLINICAL ORTHOPAEDICS AND RELATED RESEARCH  
Year/Issue Number Correspondence Chart

YEAR	ISSUE #
1953	1-12
1954	13-15
1955	16-18
1956	19-21
1957	22-25
1958	26-31
1959	32-37
1960	38-43
1961	44-49
1962	50-55
1963	56-61
1964	62-67
1965	68-73
1966	74-81
1967	82-89
1968	90-97
1969	98-105
1970	106-113
1971	114-121
1972	122-129
1973	130-137
1974	138-145
1975	146-153
1976	154-161
1977	162-171
1978	172-181
1979	182-191
1980	192-201
1981	202-213
1982	214-225
1983	226-237
1984	238-249
1985	250-261
1986	262-

#### TECHNICAL BACKGROUND INFORMATION

The first part of the problem has to do with the MEDLINE data elements which DOCLINE uses when searching SERHOLD. These data elements are VI, or "volume issue," i.e., volume number, and YR, or year, which is derived from the last two digits of the year as found in the DP ("date of publication") field. When performing automatic routing functions based on a MEDLINE VI, DOCLINE first searches for a volume number in SERHOLD which matches the MEDLINE VI, and will then default to searching for a year in SERHOLD which matches the MEDLINE YR if a volume number match does not occur.

The second part of the problem has to do with how the MEDLINE data elements are derived: NLM does not consider the whole issue number used as the enumeration of *Clinical Orthopaedics and Related Research* to be a volume number, and hence the VI field in MEDLINE citations for this title is blank. DOCLINE therefore has only the YR to use to identify holding libraries in SERHOLD.

Finally, the third part of the problem concerns UCMP practice: Up until now, UCMP holdings statements for this title have been expressed primarily by means of the whole issue number. Because NLM's Level 3 SERHOLD conversion program routinely picks up only the UCMP enumeration when formulating SERHOLD records from UCMP holdings statements, any chronology element which DOCLINE could use to identify holding libraries in SERHOLD is for the most part absent from UCMP-derived SERHOLD records. The result has been that DOCLINE could not identify a Region 1 holding library, and routed the request by default to NLM. As already stated, the upcoming Region 1 SERHOLD update will rectify this problem.

THIS INFORMATION FROM UCMP Notes, A PUBLICATION OF THE MEDICAL LIBRARY CENTER OF NEW YORK, REFERS TO REGION 1 INFORMATION IN SERHOLD - HOWEVER THIS INFORMATION IS APPLICABLE TO REGION 2, ALSO, (AS WELL AS ALL OTHER REGIONS).

AS STATED IN THE NEWSLETTER, WE HAVE REFORMULATED YOUR HOLDINGS ON SEMPUL SO THAT THE YEAR DESIGNATIONS APPEAR FIRST, WITH THE ISSUES APPEARING AT THE END IN PARENTHESES. DOCLINE ROUTES ON THE YEAR DATES, ASSUMING THAT IF A FULL YEAR IS IN, THEN YOU OWN ALL ISSUES FOR THAT YEAR. YOU MAY REPORT PARTIAL HOLDINGS FOR A YEAR, SHOWING ISSUES HELD (Figure 1), BUT THAT YEAR WOULD NOT APPEAR IN SERHOLD, OR BE DOCLINE ROUTABLE.

### HOLDINGS FORMAT

<u>TITLE CODE</u>	<u>BRIEF TITLE</u>	<u>HOLDINGS</u>
00343	Amer J of Psychiatry	78--
07018	Beh. and Neural Biology	25-34/35N2-3/36--
13755	Boletin Lab. Estud. Med	1-2
03817	Bull. Sch. Med. U of Md.	16N1,3-5/17-19/20N1-2,4-5/ 21-24/25N1-4/26--
00859	Cancer (microform only)	1-- (MICROFORM)
10316	Cancer	1-4/5N1-2 (Not: 1-5N2) 1N4-12/2-- (Not: 1N4--)
00926	Chem & Phys of Lipids (library has hardcopy and microform)	10-19/21-- (Microform: 18-21)
02217	Major Prob in Clin Peds	2-- (Pediatrics Dept.)
06891	Nat. Hlth Insurance Rpt	CURRENT YEAR ONLY LAST 2 YEARS LAST 3 YEARS etc.,
02609	Pharm. Chem. J. (use PT or Suppl. designation <u>only</u> if something is missing)	1-10/11N1-5,6PT1,7-9/12--
03175	Sym. Soc. Study of Dev. (this journal is sequentially numbered but no volumes; use(/), not(,))	N1-4/6-10/11-22
03254	Trans. NY Acad Sci (NS indicates new series; 2S indicates second series)	1-10/12-16/2S1-3/5--
00294	Amer Family Physician/GP (title is a cont by title: shown below)	1-2
08085	American Family Physician (when changes occur in mid-volume start new title with whole volume and end old title with the same vol.)	2--

Please call SEMPUL for questions concerning the format for items not covered by these examples.

## UPDATING HOLDINGS

Once your holdings are in SEMPUL, use your holdings printout (see below) to identify titles that need changing in the database. Check this to determine whether the title has already been reported by you, or whether you need to edit volumes, issues, etc.

Please date any work which you send to us. Holdings lists are mailed in late April, early May along with any other pertinent items (invoice, union list, etc.). The Region requires every DOCLINE library to update at least every 2 years.

## HOLDINGS PRINTOUT

AIRBORNE VOLS MEDICINE  
 0001-1311 0008 M  
 BETHESDA MD  
 1. 1970-  
 VOLS PREPARED BY PILOT [ISSUE DATED AD 1949  
 VOLS FOR 1971-] - ISSUED AS ONHE PUBLICATION; NO.  
 (MIN) 72-58, ETC [ISSUE FOR VEH-1, JN/JL 1977  
 CITATIONS WAS ISSUED AD 1977 AND CALLED VEH/1,  
 J/L AD 1977  
 COVERED BY THE NATIONAL LIBRARY OF MEDICINE &  
 MEDICAL LIBRARY AGEN

XFCM 14-19/21--  
A.M.A. ARCHIVES OF OPHTHALMOLOGY  
9000-0000 00249 M  
CHICAGO  
14X4.1950-63M6.1960  
CONT OF AND CONT BY ARCHIVES OF OPHTHALMOLOGY  
AMERICAN MEDICAL ASSOCIATION

MFEN 81-42  
 AMERICAN ACADEMY OF OPHTHALMOLOGY AND  
 OTOLARYNGOLOGY. TRANSACTIONS  
 SEE TRANSACTIONS - AMERICAN ACADEMY OF  
 OPHTHALMOLOGY AND OTOLARYNGOLOGY  
 AMERICAN COLLEGE OF SURGEONS. BULLETIN  
 SEE BULLETIN OF THE AMERICAN COLLEGE OF SURGEONS

AMERICAN HEART JOURNAL  
0002-8703 00297 M  
ST LOUIS  
1, 1925--  
ISSUES 1925-49 BY THE AMERICAN HEART ASSOCIATION  
REFUN 92-111/112MI-2.4-6/113-- (1927--)

AMERICAN JOURNAL OF CARDIOLOGY  
0002-1149 00306 1/N/10T  
NEW YORK  
1.1958--  
SUPERSEDES TRANSACTIONS OF THE AMERICAN COLLEGE  
OF CARDIOLOGY ABSORBED THE BULLETIN OF THE  
AMERICAN COLLEGE OF CARDIOLOGY PREG VARIAS; 197  
VOLS --64 (-1990); 40T VOL 67 1991-- VOL 64, 1991  
--64, 1991  
--64, 1991  
--64, 1991  
OFFICIAL JOURNAL OF THE AMERICAN COLLEGE OF  
CARDIOLOGY

MURKIN 37-38/39W1-4/30W3-6/31/32W1-8.10/  
 32W1-4.3-13/34W1-4.8-11/39W1-12.15-16/60/  
 61W1.4.8-7.12.13.17/63W1.3.5.7-11  
 (1976-1989)

AMERICAN JOURNAL OF MEDICINE  
0007-9343 00325 M  
NEW YORK  
1.1946--  
[ISSUED JAN 1959-JUL 1965 BY THE TORRE GROUP; AUG  
1965-- BY THE TORRE MEDICAL GROUP  
FROM 18-67/48-61/84M1-5/85--

AMERICAN JOURNAL OF OBSTETRICS AND GYNECOLOGY  
0007-1378 00378 N/3M  
ST LOUIS  
1, 1970--  
SUPERSEDES THE AMERICAN JOURNAL OF OBSTETRICS  
AND DISEASES OF WOMEN AND CHILDREN  
OFFICIAL PUB OF THE AMERICAN GYNECOLOGICAL  
SOCIETY AND VARIOUS OTHER GYNECOLOGICAL AND  
OBSTETRICAL SOCIETIES

NPOW 170-155/194H1-9/157--  
 AMERICAN JOURNAL OF OPHTHALMOLOGY  
 0002-7334 60330 M  
 CHICAGO  
 1,1844-24,1917  
 151,1918--  
 ISSUES FOR 1918-- CALLED 38 IN CONTINUATION OF  
 RETROSPECTIVE NUMBERING OF ISSUES FOR 1844-1917  
 AS 38 AND OF AN EARLIER TITLE WITH THE SAME NAME  
 BUT OF OTHER PUBLISHERS, 1918-1941  
 1942-1949 MISNUMBERED V10 5C 1945. COVER OF  
 VOLUME 1949 MISNUMBERED V10 1949 AND SPINE IS  
 MISNUMBERED

KPCN 71/72W1-5/73-104

AMERICAN JOURNAL OF SURGERY  
0002-9610 00355 M  
NEW YORK  
1887, 1905-40, 1926  
1921, 1924--  
CMT OF AMERICAN JOURNAL OF SURGERY AND  
ETHNOLOGY INCLUDES THE PAPERS AND/OR  
PROCEEDINGS OF VARIOUS SURGICAL ASSOCIATIONS  
SURV. ACCOMPANIES 4 ISSUES  
718-40 INCLUDE QUARTERLY SUPPLEMENT OF  
ANESTHESIA AND ANALGESIA, 1914-1924

KPCN 122W-4, 6/129-134/185W1, 3-6/156W1,  
3-6/161W1, 3-6/160/161W1, 4-6/162/163W1,  
-12/164W1, -13/171--

AMERICAN MEDICAL ASSOCIATION. ARCHIVES OF OPHTHALMOLOGY  
SEE A.M.A. ARCHIVES OF OPHTHALMOLOGY  
AMERICAN MEDICAL ASSOCIATION. JOURNAL  
SEE JAMA. THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION

figure 1

You may update directly on your printout. If you write in your changes, please be sure to mark out the incorrect ones. It also helps us if you use a brightly colored pen. Pay careful attention to the bibliographic information, to make sure that the volumes you are reporting fall into the correct volumes, year. Almost exclusively, this bibliographic information corresponds to NLM SERHOLD information, which DOCLINE uses to route requests, so we must report your holdings in this way. When you update your printout and send it to us, be sure and keep a copy, for your own information. (Reporting titles new to your library should be done on one of the forms on the next page.)

If you send your holdings printout with corrections, do not duplicate those changes on any other sheets which you send. This creates double work for us.

LIBRARY  
CODE: \_\_\_\_\_

DATE: \_\_\_\_\_

NEW TITLE INFORMATION

Instructions: For NEW TITLES provide complete information as needed for unique identification (ISSN, Place and dates of publication, frequency). For any local publications, newsletters and any items without ISSNs, also attach copy of title page for verification.

☐ NEW TITLE                      ☐ TITLE CEASED  
☐ TITLE CHANGE                  ☐ CORRECTION TO  
BIBLIOGRAPHIC  
INFORMATION



UNIVERSITY OF SOUTH CAROLINA  
SCHOOL OF MEDICINE LIBRARY  
VA MEDICAL CENTER  
COLUMBIA, SOUTH CAROLINA  
29208  
Telephone: (803) 733-3344

TITLE CODE \_\_\_\_\_ ISSN \_\_\_\_\_ FREQUENCY \_\_\_\_\_

TITLE \_\_\_\_\_

PLACE OF PUBLICATION \_\_\_\_\_ FOREIGN  
PUBLICATION? \_\_\_\_\_

DATES OF PUBLICATION \_\_\_\_\_

TITLE HISTORY NOTES \_\_\_\_\_

SPONSORING ORGANIZATION \_\_\_\_\_

OTHER INFORMATION

SOURCE OF INFORMATION (check one)

☐ HSSQ    ☐ UCMP    ☐ OCLC# \_\_\_\_\_ OTHER \_\_\_\_\_

☐ PUBLICATION (title page attached)

YOUR HOLDINGS: \_\_\_\_\_

CODE:

DATE: \_\_\_\_\_



UNIVERSITY OF SOUTH CAROLINA

SCHOOL OF MEDICINE LIBRARY

VA MEDICAL CENTER

COLUMBIA, SOUTH CAROLINA 29208

Telephone: (803) 733-3344

Instructions: For updates to titles, provide enough information to allow unique identification (eg.: title, code, ISSN, place of publication). Type in holdings in complete form as they would appear on a printout.

Instructions: For updates to titles, provide enough information to allow unique identification (eg.: title, code, ISSN, place of publication). Type in holdings in complete form as they would appear on a printout.

[illegible]



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**INSTRUCTIONS**  
**FOR**  
**SUBMITTING**  
**ILL STATISTICS**

**INSTRUCTIONS  
FOR  
SUBMITTING ILL STATISTICS**

Members are asked to submit the DOCLINE quarterly reports that are distributed by the National Library of Medicine. These reports are titled "Requests Recieved by". They are, also, asked to submit the same year end report.

The reporting library is asked to submit a listing of any request that was received via telephone or ALA form from the consortium members.

An example of the two DOCLINE reports from the National Library of Medicine has been included.

## ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM

## INTERLIBRARY LOAN ACTIVITIES

OCTOBER - DECEMBER \_\_\_\_\_ (YEAR)

## INSTITUTION

## NAME OF LIBRARY

AHSLC	LNED TO	BRWD FROM	GHSLA/IN STATE (NO CHARGE)	LNED TO	BRWD FROM	SUPPORTING	LNED TO	BRWD FROM
Athens Regional Medical Center 30604B			Carl Vinson VA Med Ctr Dublin 31021A			CDC		
Cobb Hospital 30001A			Central State Hosp Milledgeville 31062A			Clayton State		
Crawford Long 30308A			Hughston Sprts Med Fd Columbus 31995B			Emory Univ HSL 30322A		
DeKalb Medical Center 30033A			Martin Army Hosp Ft Benning 31905A			GA State Univ		
Egleston Children's 30322D			Med Center of Cent GA Macon 31201B			Kennesaw Univ		
Fernbank Science Ctr 30307A			Roosevelt Inst Warm Sprgs 31830A			Morehouse Shool of Med 30314A		
Atlanta Medical Center 30312B			USAF Hosp Robins AFB 31098A					
Georgia Baptist College of Nursing 30312C			Simon Schwob Med Ctr Columbus 31902A			In State Others: (charges)		
Gwinnett Health System 30245B			In-State Others: (no charge)					
Georgia School of Prof Psychology 30328B								
Henry General 30001A								
K. Estone Hospital 30060A								
Life College 30062A								
Mercer Univ Atlanta 30312A						Out of State (charges)		
Northlake Regional 30084A								
Northside Hospital 30342B			Out of State (no charge)					
Piedmont Hospital 30309A								
St. Joseph's Hospital 30342C								
Scottish Rite 30363A								
Shepherd Center 30309E								
Solvay Pharmaceuticals 30062B								
South Fulton 30344A								
Southern Regional A								
VA Medical Center 30033B						National Library of Medicine		
TOTALS			TOTALS			TOTALS		

## SUMMARY DOCLINE BORROWER STATISTICS

APRIL - JUNE 1993

REQUESTS ENTERED BY 30312B GEORGIA BAPTIST MEDICAL CENTER MEDICAL LIBRARY/ATLANTA GA

=====

	JOURNALS	MONOGRAPHS	AUDIOVISUALS	TOTAL
#REQUESTED	546	7	0	553
#FILLED	534	6	0	540
#NOT FILLED	15	2	0	17
#PENDING AT END OF QUARTER	5	0	0	5
THRUPUT FILLED(DAYS)	2	2	N/A	2
THRUPUT NOT FILLED(DAYS)	2	10	N/A	3

NATIONAL LIBRARY OF MEDICINE  
DETAILED DOCLINE BORROWER STATISTICS

JANUARY - DECEMBER 1992

REQUESTS ENTERED BY 30312B GEORGIA BAPTIST MEDICAL CENTER MEDICAL LIBRARY/ATLANTA GA

STATE	LENDER/ POT. LENDER	TOTAL LOANS	TOTAL FILLED	% TOTAL NOT FILLED	%	J	FILLED M	A	J	NOT FILLED M	A	THROUGHPUT FILLED	NOT FILLED	
LABAMA														
	35294A	21	15	71	6	29	15	0	0	6	0	0	1	2
	35486A	2	0	0	2	100	0	0	0	2	0	0	N/A	0
	36688A	6	6	100	0	0	6	0	0	0	0	0	1	N/A
L TOTAL		29	21	72	8	28	21	0	0	8	0	0	1	2
FLORIDA														
	32209A	1	1	100	0	0	1	0	0	0	0	0	1	N/A
	32610A	10	8	80	2	20	8	0	0	2	0	0	0	1
	33101A	10	7	70	3	30	7	0	0	3	0	0	0	2
	33802B	1	0	0	1	100	0	0	0	1	0	0	N/A	1
L TOTAL		22	16	73	6	27	16	0	0	6	0	0	0	2
GEORGIA														
	30033A	88	72	82	16	18	72	0	0	16	0	0	1	1
	30033B	72	54	75	18	25	54	0	0	18	0	0	3	3
	30060A	18	11	61	7	39	11	0	0	7	0	0	3	7
	30062A	20	16	80	4	20	16	0	0	4	0	0	0	2
	30062B	1	0	0	1	100	0	0	0	1	0	0	N/A	0
	984A	1	0	0	1	100	0	0	0	1	0	0	N/A	7
	274A	22	19	86	3	14	19	0	0	3	0	0	0	0
	30306A	45	36	80	9	20	36	0	0	9	0	0	1	1
	30308A	90	86	96	4	4	86	0	0	4	0	0	1	2
	30309A	72	67	93	5	7	67	0	0	5	0	0	1	0
	30312A	52	46	88	6	12	46	0	0	6	0	0	1	0
	30312C	37	33	89	4	11	33	0	0	4	0	0	1	0
	30314A	50	44	88	6	12	44	0	0	6	0	0	0	0
	30322A	164	149	91	15	9	134	15	0	11	4	0	1	2
	30342B	51	45	88	6	12	45	0	0	6	0	0	1	0
	30342C	63	51	81	12	19	51	0	0	12	0	0	1	1
	30344A	3	1	33	2	67	1	0	0	2	0	0	0	0
	30363A	38	31	82	7	18	31	0	0	7	0	0	1	0
	30901A	273	257	94	16	6	257	0	0	16	0	0	0	1
	31062A	3	3	100	0	0	3	0	0	0	0	0	2	N/A
	31201B	6	6	100	0	0	6	0	0	0	0	0	0	N/A
	31207A	33	25	76	8	24	25	0	0	8	0	0	1	1
	31830A	2	1	50	1	50	1	0	0	1	0	0	1	1
	31905A	12	6	50	6	50	6	0	0	6	0	0	1	1
	31995A	2	1	50	1	50	1	0	0	1	0	0	0	0
	31995B	2	1	50	1	50	1	0	0	1	0	0	1	2
	TOTAL	1220	1061	87	159	13	1046	15	0	155	4	0	1	1
MD														
	20209A	269	219	81	50	19	209	10	0	34	16	0	2	4
	20209B	3	0	0	3	100	0	0	0	2	1	0	N/A	11
	20209E	7	7	100	0	0	7	0	0	0	0	0	0	N/A
	21201E	158	135	85	23	15	135	0	0	23	0	0	1	2
	TOTAL	437	361	83	76	17	351	10	0	59	17	0	2	3
MISSISSIPPI														
	16D	15	15	100	0	0	15	0	0	0	0	0	1	N/A
	TOTAL	15	15	100	0	0	15	0	0	0	0	0	1	N/A

NATIONAL LIBRARY OF MEDICINE  
DETAILED DOCLINE BORROWER STATISTICS

JANUARY - DECEMBER 1992

REQUESTS ENTERED BY 30312B GEORGIA BAPTIST MEDICAL CENTER MEDICAL LIBRARY/ATLANTA GA

STATE	LENDER/ POT. LENDER	TOTAL LOANS	TOTAL FILLED	% TOTAL NOT FILLED	%	FILLED			NOT FILLED			THROUGHPUT		
						J	M	A	J	M	A	FILLED	NOT FILLED	
NORTH CAROLINA														
	27514A	21	19	90	2	10	19	0	0	2	0	0	0	1
	27710A	64	49	77	15	23	47	2	0	15	0	0	2	0
NC TOTAL		85	68	80	17	20	66	2	0	17	0	0	1	0
SOUTH CAROLINA														
	29425A	11	10	91	1	9	10	0	0	1	0	0	1	0
SC TOTAL		11	10	91	1	9	10	0	0	1	0	0	1	0
TENNESSEE														
	37232A	16	14	88	2	13	14	0	0	2	0	0	0	0
	38163A	5	5	100	0	0	5	0	0	0	0	0	1	N/A
TN TOTAL		21	19	90	2	10	19	0	0	2	0	0	0	0
TOTALS:		1840	1571	85	269	15	1544	27	0	248	21	0	1	2



**MEMBERSHIP**

**LIST**

**AND**

**CONTACTS**

ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM  
MEMBERSHIP LIST 2000

Athens Regional Medical Center Medical library 1199 Prince Ave Athens GA 30606	Pam Davenport Queen e-mail:pqueen@armc.org 706/354-3416 SERHOLD:ATH LIBID:30604B F:706/546-1854
Atlanta Medical Center Medical Library 303 Parkway Dr NE/Box 415 Atlanta GA 30312-1212	Fay E. Evatt e-mail:fay.evatt@tenethealth.com 404/265-4605 SERHOLD:GBC LIBID:30312B ILL:Claire Campbell 404/265-4604 SERIALS: 404/265-4603 F:404/265-3559
Children's Healthcare of Atlanta	Mamie Bell e-mail:mamie.bell@choa.org 404/845-1625 (Mail & fax to Fran Golding address/fax below
Fran Golding Medical Library at Scottish Rite 1001 Johnson Ferry Road NE Atlanta GA 30342-1600	Elaine Harbine 3-mail:elaine.harbin@choa.org SERHOLD:SRJ LIBID:30363A ILL:404/2502152 F:404/250-2565
Egleston Medical Library 1405 Clifton Road NE Atlanta GA 30322-1100	Susan Lee e-mail:susan.lee@choa.org SERHOLD:HEH LIBID:30322D ILL:404/315-2481 F:404/325-6463
Crawford Long Hospital of Emory Univ. Medical Library 550 Peachtree St NE Atlanta GA 30365	Rosalind Lett e-mail:rosalind_lett@emory.org 404/686-1290 SERHOLD:CWL LIBID:30308A ILL:Alex Charles e-mail:alex_charles@emory.org SERIALS:Tara Douglas 3-mail:tara_douglas@emory.c F:404/686-4974 Charles:4/686-2578 Tara:4/686-1
DeKalb Medical Center Health Sciences Library 2701 North Decatur Road Decatur GA 30033	Marilyn Barry e-mail:mgbarry@dkmc.org Sharon Atkinson e-mail:satkinson@dkmc.org  SERHOLD:DEK LIBID:30033A ILL:404/501-5638 F:404/501-1052
Fernbank Science Center Library 156 Heaton Park Dr NE Atlanta GA 30307	Mary Larsen 3-mail:mary.larsen@fernbank.edu 404/378-4311 ext:215 SERHOLD:FES LIBID:30307A ILL:Marilyn Bell, Zenora Broadnax 404/378-4311 ext:214 F:404/370-1336

AHSLC--Membership, continued:

Georgia Baptist College of Nursing Library 274 Boulevard NE Atlanta GA 30312-1212	Lynette Ralph e-mail:lynette.ralph@gbhcs.org 404/265-3994 SERHOLD:GBN LIBID:30312C ILL:Arlene Desselles 404/265-4020 F:404/265-1027
Georgia School of Professional Psychology Library 990 Hammond Drive NE Atlanta GA 30328	David McCullough e-mail:dmccullough@mindspring.com 770/671-1200 SERHOLD:GER LIBID:30328B F:770/671-0476
Gwinnett Health System Medical Library 1000 Medical Center Boulevard Lawrenceville GA 30045	Anne Kramer e-mail:akramer@promina.org 678/442-4341 SERHOLD:PRM LIBID:30245B ILL:Lavinia Bullock 678/442-4337 e-mail:lbullock@promina.org F:678/442-4380
Henry Medical Center Medical Library 1133 Eagle's Landing Pkwy Stockbridge GA 30281-5099	Jeanette Blalock Mon-Fri 8AM-12PM 770/389-2512 e-mail:jblalock@hmc-ga.org SERHOLD:GEH LIBID:30281A F:770/389-2176
Life University Library 1269 Barclay Circle Marietta GA 30060	Terry Selfe e-mail:tselfe@life.edu SERHOLD:LFC LIBID:30062A ILL:Danielle Knowles, 770/426-2688 F:770/421-1066 e-mail:dknowles@life.edu
Mercer University Atlanta Swilley Library 3001 University Drive Atlanta GA 30341	Elizabeth Jackson e-mail:jackson_e@merc.edu 770/986-3281 SERHOLD:MUD LIBID:30312A ILL:770/986-3291 Diana Long, Supervisor & F:770/986-3270 Juliette Victoria
Northlake Regional Medical Center Medical Library 1455 Montreal Road Tucker GA 30084	Angie Goss e-mail:angie.goss@columbia.net 770/270-3143 SERHOLD:DHO LIBID:30084A F:770/270-3058
Northside Hospital Health Resource Center 1000 Johnson Ferry Rd NE Atlanta GA 30342	Brenda Curry-Wimberly e-mail:brendawimberly SERHOLD:NTS LIBID:30342B @northside.com ILL:Delores Williams, 404/851-6431 F:404/851-6167
St. Joseph's Health System Russell Bellman Library 5665 Peachtree Dunwoody Rd NE Atlanta GA 30342	Paula Christian e-mail:pchristian@sjha.org 404/851-7039 SERHOLD:GSJ LIBID:30342C ILL:404/851-7040 F:404/851-7869

AHSLC--Membership, continued:

Shepherd Center  
Noble Learning Resource Center  
2020 Peachtree Road NW  
Atlanta GA 30309

Pat Herndon e-mail:pat\_herndon@shepherd.org  
404/350-7473 Mary Kay Howard (Thurs & Fri)  
SERHOLD:NLR LIBID:30309E  
F:404/350-7736

Solvay Pharmaceuticals  
Research Information Center  
901 Sawyer Road  
Marietta GA 30062

Ellen Cooper e-mail:ellen.cooper@solvay.com  
770/578-5648  
SERHOLD:RRI LIBID:30062B  
ILL:Lauren Benevich 770/578-5585 F:770/578-5634  
e-mail:lauren.benevich@solvay.com

Southern Regional Medical Center  
Library  
11 SW Upper Riverdal Road  
Riverdale GA 30274

Ricky Gibson e-mail:gibson\_ricky@promina.org  
770/991-8177  
SERHOLD:CLG LIBID:30274A  
F:770/991-8379

Dept of Veterans Affaire Med Ctr  
Library 142-D  
1670 Clairmont Road  
Decatur GA 30033

Shirley Avin e-mail:avin.shirley\_a@atlanta.va.gov  
404/728-7672  
SERHOLD:DEV LIBID:30033B  
ILL:Linda Roy 404/321-6111 Ext 6497  
F:404/728-7781 e-mail:roy.linda\_f@atlanta.va.gov

WELLSTAR HEALTH SYSTEM BRANCH LIBRARIES:

Kennestone Hospital  
Health Sciences Library  
677 Church St  
Marietta GA 30060

Linda Venis e-mail:linda.venis@wellstar.org  
770/793-7178  
SERHOLD:KHG LIBID:30060A  
ILL: 770/793-7178  
F:770/793-7956 e-mail:

Cobb Hospital and Medical Center  
Virgil L. Curry Medical Library  
3950 Austell Rd  
Austell GA 30106

Linda Venis e-mail:linda.venis@wellstar.org  
770/732-3925  
SERHOLD:GYH LIBID:30001A  
ILL:  
e-mail:

LIMITED:

Piedmont Hospital  
Sauls Memorial Library  
1968 Piedmont Rd NW  
Atlanta GA 30309

Edie Lacy e-mail:lacy\_edie@piedmont.promina.org  
Librarians: Amy Harkness, Kathie Thodeson,  
Claire Swanson  
SERHOLD:PDH LIBID:30309A  
ILL:404/605-3305  
F:404/609-6641

Davies Consumer Library

Kay McCall e-mail:mccall\_kay@piedmont.promina.org

South Fulton Hospital  
Health Sciences Library  
1170 Cleveland Ave  
East Point GA

Warren Schmitt, Dir Organization Development  
404/305-4826  
SERHOLD:SFU LIBID:30344A  
ILL:Penny Conner 404/305-4828  
F:404/305-3313 e-mail:penny.conner@sfmed.org

AHSLC--Membership, continued:

SUPPORTING:

CDC Information Center  
Centers for Disease Control  
1600 Clifton Rd NE  
Atlanta GA 30333

Carole Dean e-mail:cxdl@cdc.gov  
404/639-3170  
LIBID:30333A  
ILL:Pam Martin 404/639-1715  
F:404/639-1160

Clayton College & State University  
Library  
5900 North Lee St  
PO Box 285  
Morrow GA 30260

Jonathan Jay e-mail:jonthanjay@mail.clayton.edu  
770/961-3652  
LIBID:30260A  
ILL:Rhonda Boozer 770/961-3495  
F:770/961-3712

Emory University  
School of Medicine  
Health Sciences Library  
1462 Clifton Rd NE  
Atlanta GA 30322

Carol Burns e-mail:libcb@emory.edu (F:4/272-9821)  
SERHOLD:EMU LIBID:30322A  
REF:404/727-8727  
ILL:Marissa Moss 404/727-5816  
F:404/727-5827  
Ingrid Hendrix e-mail:libich@emory.edu

EMORY BRANCH LIBRARIES:

Grady Hospital  
Medical Library  
69 Bulter St SE  
Atlanta GA 30303

Linda Garr Markwell e-mail:liblgm@emory.edu  
Karl Woodworth e-mail:wwoodwo@emory.edu  
404/616-3532  
F:404/322-3799

Emory University Hospital  
Library, RM H140  
1364 Clifton Rd NE  
Atlanta GA 30322

Rhonda Everett e-mail:reveret@emory.edu  
Sheri Love e-mail:sjlove@emory.edu  
404/727-3090  
F:404/727-3033

Georgia Regional Library for the  
Blind and Physically Handicapped  
1150 Murphy Avenue SW  
Atlanta GA 30310-3803

Linda A. Koldenhoven  
Office of Public Library Services  
e-mail:lkoldenhoven@dtae.org  
404/756-4619

Georgia State University  
William Russell Pullen Library  
100 Decatur St SE  
Atlanta GA 30303-3081

(Consortium Gen. Buss.)  
e-mail:libpvh@langate.gsu.edu  
ILL:404/651-2475  
F:404/651-2508

Morehouse School of Medicine  
Multi-Media Center  
720 Westview Dr SW  
Atlanta GA 30310-1495

Beverly Allen  
SERHOLD:MAG LIBID:30314A  
ILL:Shubba Navalkar 404/752-1756  
F:404/755-7318  
Darlene Kelly e-mail:kellydp@msm.edu

MOREHOUSE BRANCH LIBRARY  
Family Practice Center  
Library  
505 Fairburn Rd SW  
Atlanta GA 30331-2099

Beth Poisson e-mail:poissob@msm.edu  
404/756-1240  
F:404/756-1262

AHSLC--Membership, continued:

GUESTS:

Mary Sue Hoyle  
Sales Representative  
EBSCO Subscription Services  
PO Box 2543  
Birmingham AL 35202-2543  
800/633-4604 X-461

Karalyn Kavanaugh  
Account Services Manager  
EBSCO Subscription Services  
1020 Eden Avenue NE  
Atlanta GA 30316  
e-mail:karalyn@ebSCO.com  
800/723-2726 X-8260

Nancy Bryant  
Morehouse School of Medicine  
Information Technology  
720 Westview Dr SW  
Atlanta GA 30310-1495  
404/752-1942

Eugenia Abbey  
1002 Citadel Drive NE  
Atlanta GA 30335  
404/634-1222

Steve Vance  
Customer Service Representative  
American Health Consultants  
PO Box 740056  
Atlanta GA 30374  
404/262-5511  
F:800/284-3291

Jan LaBeause  
Mercer School of Medicine  
Medical Library  
Macon GA 31207-0001  
912/752-2516  
F:912/301-2051

Ken Robichaux  
Majors Scientific Books  
PO Box 1529  
Mt Pleasant, SC 29465

or  
Majors Scientific Books  
4004 Tradeport Blvd  
PO Box 82686  
Atlanta GA 30354  
404/608-2660  
F:404/608-2656

Gladys Tsou  
Dept of Veteran Affairs  
Patient Education Library 141  
1670 Clairmont Rd  
Decatur GA 30033

Steve Koplan  
1363 Merry Lane NE  
Atlanta GA 30329  
404/982-0293

Girjia Vijay  
4500 Northside Drive NW  
Atlanta GA 30327  
404/257-0601  
e-mail:girijavijay@msn.com  
F:404/257-0903

**ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM  
COLLECTIONS AND SERVICES  
REGULAR SCHEDULES**

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Athens Regional Medical Ctr Medical Library 1199 Prince Ave Athens, GA 30606 Pam Queen 706/354-3416	CLOSED	8:30AM- 4:30PM	8:30AM- 4:30PM	8:30AM- 4:30PM	8:30AM- 4:30PM	8:30AM- 4:30PM	CLOSED
CDC Library CENTERS FOR DISEASE CONTROL 1600 Clifton Road, NE Room 4007 Atlanta, GA 30333 404/ Carole Dean ILL 639-1715	CLOSED	8AM - 4:30PM	8AM - 4:30PM	8AM - 4:30PM	8AM - 4:30 PM	8AM - 4:30PM	CLOSED
CRAWFORD LONG HOSPITAL Medical Library 550 Peachtree Street, NE Atlanta, GA 30365 Rosalind Lett 404/686-2578	CLOSED	8AM - 5PM	8AM - 5PM	8AM - 5PM	8AM - 5PM	8AM - 5PM	CLOSED
DEKALB MEDICAL CENTER Health Sciences Library 2701 North Decatur Road Decatur, GA 30033 404/ Marilyn Barry 501-5637 ILL 501-5638	CLOSED	8:30AM - 4:40PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	8:30AM - 4:30PM	CLOSED
EMORY UNIVERSITY Health Sciences Library 1462 Clifton Road Atlanta, GA 30322 Carol Burns 404/ REF 727-8727 ILL 727-5816	12PM - 9PM	8:30AM - 12PM	8:30AM - 12PM	8:30AM - 12PM	8:30AM - 10PM	8:30AM - 6PM	10AM - 6PM
FERNBANK SCIENCE CENTER LIBRARY 156 Heaton Park Drive NE Atlanta, GA 30307 Mary Larsen 404/378-4311	CLOSED	8:30AM - 5PM	8:30AM - 5PM	8:30AM - 5PM	8:30AM - 5PM	8:30AM - 5PM	1PM - 5PM
ATLANTA MEDICAL CENTER Medical Library 303 Parkway Dr NE Atlanta, GA 30312 Fay Evatt 404/265-4603 ILL 265-4604	CLOSED	7AM - 5PM	7AM - 5PM	7AM - 5PM	7AM - 5PM	7AM - 4PM	CLOSED
GEORGIA BAPTIST COLLEGE OF Nursing Library 300 Boulevard NE Box 411 Atlanta, GA 30312 Lynette Ralph 4/265-3994 ILL 265-4020	5PM - 9PM	7AM - 10PM	7AM - 10PM	7AM - 10PM	7AM - 8PM	7AM - 5PM	1PM - 5PM
Georgia School of Professional Psychology Library 990 Hammond Dr NE Atlanta GA 30328 David McCullough 7/671-1200	9AM 10PM	8AM 10PM	8AM 9PM	8AM 10PM	8AM 9PM	9AM 10:30PM	9AM 10:30PM
GEORGIA STATE UNIVERSITY William Russell Pullen Library 100 Decatur Street, SE Atlanta, GA 30303-3081 404/ 658-3300	12N - 11PM	7:30AM - 11PM	7:30AM - 11PM	7:30AM - 11PM	7:30AM - 11PM	7:30AM - 11PM	9AM - 6PM
Children's Healthcare of Atlanta, Eggleston Med Library 1405 Clifton Rd NE Atlanta, GA 30322 Susan Lee 404/315-2481	CLOSED	8am 3pm	8AM 3PM	8AM 3PM	8AM 3PM	8AM 3PM	CLOSED

<b>GRADY HOSPITAL</b> Medical Library 69 Butler Street, SE Atlanta, GA 30303 Linda Markwell 404/ ILL 616-3532	CLOSED	9AM - 4PM	9AM - 4PM	9AM - 4PM	9AM - 4PM	9AM - 4PM	CLOSED
<b>KENNESTONE HOSPITAL &amp; Cobb Hosp</b> Medical Library 37 Church Street Marietta, GA 30060 Linda Venis 770/ 426-2253	CLOSED	8:30AM - 5PM	8:30AM - 5PM	8:30AM - 5PM	8:30AM - 5PM	8:30AM - 5PM	CLOSED
<b>LIFE University</b> Library 1269 Barclay Circle Marietta, Ga 30060 Terry Selfe 770/ ILL 426-2688	12AM 7:45PM	7AM - 11:45PM	7AM - 11:45PM	7AM - 11:45PM	7AM - 11:45PM	7AM - 4:45PM	11AM - 6:45
<b>MERCER UNIVERSITY ATLANTA</b> Swilley Library 3001 University Drive Atlanta, GA 30341 Elizabeth Jackson 770/ 986-3281 ILL 986-3291	CLOSED	7:30AM - 6PM	7:30AM - 6PM	7:30AM - 6PM	7:30AM - 6PM	7:30AM - 6PM	9AM - 1PM
<b>MOREHOUSE SCHOOL OF MEDICINE</b> Multi-Media Center 720 Westview Drive, SW Atlanta, GA 30310-1495 Beverly Allen 404/ ILL 752-1756	12PM - 12M	8AM - 12M	8AM - 12M	8AM - 12M	8AM - 12M	8AM - 12M	8AM - 6PM
<b>NORTHSIDE HOSPITAL</b> Library 1000 Johnson Ferry Road, NE Atlanta, GA 30342 Delores Williams 404/ 851-6431	CLOSED	8AM - 4:30PM	8AM - 4:30PM	8AM - 4:30PM	8AM - 4:30PM	8AM - 4:30PM	CLOSED
<b>PIEDMONT HOSPITAL</b> Sauls Memorial Library 1968 Peachtree Road, NW Atlanta, GA 30309 Edie Lacy 404/ ILL 605-3305	CLOSED	8AM - 5PM	8AM - 5PM	8AM - 5PM	8AM - 5PM	8AM - 5PM	CLOSED
<b>ST. JOSEPH'S HOSPITAL</b> Russell Bellman Library 5665 Peachtree Road, NE Atlanta, GA 30342 Paula Christian 404/ 851-7040 ILL 851-7039	CLOSED	8:30AM - 5:30PM	8:30AM - 5:30PM	8:30AM - 5:30PM	8:30AM - 5:30PM	8:30AM - 5:30PM	CLOSED
<b>Children's Healthcare of Atlanta</b> Fran Golding Medical Library at Scottish Rite 1001 Johnson Ferry Road, NE Atlanta, GA 30342 Elaine Harbin 404/ 250-2152	CLOSED	11AM 4PM	11AM 4PM	11AM 4PM	11AM 4PM	11AM 4PM	CLOSED
<b>SOUTH FULTON HOSPITAL</b> Health Sciences Library 1170 Cleveland Avenue East Point, GA 30344 Penny Conner 404/ 305-4828	CLOSED	8AM 4:30PM	8AM 4:30PM	8AM 4:30PM	8AM - 4:30PM	8AM - 4:30PM	CLOSED
<b>VETERAN'S ADMINISTRATION</b> Medical Center Library 142 D 1670 Clairmont Road Decatur, GA 30033 Linda Ray 404/ 728-7672 ILL 321-6111 x6497	CLOSED	8AM - 4:30PM	8AM - 4:30PM	8AM - 4:30PM	8AM - 4:30PM	8AM - 4:30PM	CLOSED



<b>ATLANTA EMERGENCY NUMBERS</b>  <b>POLICE</b> 911 <b>FIRE</b> 911 <b>GRADY HOSPITAL</b> 616-4307 <b>CRIME PREVENTION</b> 880-8623 <b>AUC SECURITY</b> 880-8000 <b>CLARK ATLANTA UNIV.</b> 522-7702 <b>INTERDENOMINATIONAL THEO. CENTER</b> 752-1500 <b>MOREHOUSE SCHOOL OF MEDICINE</b> 220-0270 <b>MORRIS BROWN COLLEGE</b> 681-3643 <b>SPELMAN COLLEGE</b>							
<b>GWINNETT HEALTH SYSTEM</b> Medical Library 1000 Medical Ctr Blvd Lawrenceville GA 30045 Anne Kramer 678/442-4341	CLOSED	8AM 5PM	8AM 5PM	8AM 5PM	8AM 5PM	8AM 5PM	CLOSED
<b>SHEPHERD CENTER</b> Noble Learning Res Ctr 2020 Peachtree Rd NE Atlanta GA 30309 Pat Herndon 4/350-7473	CLOSED	9:30AM 4PM	9:30AM 4PM	9:30AM 4PM	9:30AM 4PM	9:30AM 4PM	CLOSED
<b>SOLVAY PHARMACEUTICALS</b> Research Information System 901 Sawyer Rd Marietta GA 30062 Ellen Cooper 7/578-5648	CLOSED	8AM 5PM	8AM 5PM	8AM 5PM	8AM 5PM	8AM 5PM	CLOSED
<b>SOUTHERN REGIONAL MED CTR</b> Library 11 SW Upper Riverdale Rd Riverdale GA 30274 Ricky Gibson 7/991-8170	CLOSED	IRREGULAR HOURS					CLOSED
<b>CLAYTON COLL &amp; STATE UNIV</b> Library 5900 N. Lee St. PO Box 285 Morrow GA 30260 Jonathan Jay 7/961-3653	12:00AM 5PM	7:15AM 10:30P	7:15AM 10:30PM	7:15AM 10:30PM	7:15AM 10:30MP	7:15AM 5PM	10:30AM 5PM
<b>GA REG LIBRARY BLIND &amp; PHYSICALLY HANDICAPPED</b> 1150 Murphy Ave SW Atlanta GA 30310-3803 Linda Koldenhoven 4/756-4619	CLOSED	8AM 5PM	8AM 5PM	8AM 5PM	8AM 5PM	8AM 5PM	CLOSED
<b>Henry Medical Center</b> Medical Library 1133 Eagle's Landing Pkwy Stockbridge GA 30181-5099 Jeanette Blalock 7/389-2512	CLOSED	8AM 12N	8AM 12N	8AM 12N	8AM 12N	8AM 12N	CLOSED
<b>MOREHOUSE BRANCH LIBRARY</b> Family Practice Ctr Library 505 Fairburn Rd SW Atlanta GA 30331-2099 Beth Poisson 4/756-1240	CLOSED	9AM 5PM	9AM 5PM	9AM 5PM	9AM 5PM	9AM 5PM	CLOSED
<b>Northlake Reg Medical Ctr</b> Medical Library 1455 Montreal Road Tucker GA 30084 Angie Coss ILL 770/270-3143		8:30AM 5:00PM	8:30AM 5:00PM	8:30AM 5:00PM	8:30AM 5:00PM	8:30AM 5:00PM	

**GLOSSARY**  
**OF**  
**FREQUENTLY USED TERMS**

# WTSF (or What's That Stand For)?

Probably one of the most confusing things to newcomers (and old timers!) to the region is the RML's abundant use of acronyms. In keeping with

our theme of improved communication here is an invaluable list of acronyms defined.

<b>AAHSLD</b>	Association of Academic Health Sciences Library Directors	<b>Mini-MED</b>	
<b>AAMC</b>	Association of American Medical Colleges	<b>LINE</b>	Subset of the MEDLINE database
<b>AMANET</b>	American Medical Association Network—E-mail, bibliographic and other databases	<b>MISHIN</b>	Mississippi Health Sciences Information Network
<b>BHSL</b>	Basic Health Sciences Library, typically found in a hospital	<b>MLA</b>	Medical Library Association
<b>BITNET</b>	Because Its Time Network — academic E-mail CE Continuing Education	<b>NLM</b>	National Library of Medicine, located in Bethesda, Maryland
<b>CLASS.ON</b>		<b>NLN</b>	National League for Nursing—accreditation
<b>TYME</b>	E-mail by CLASS, an organization in California.	<b>NSFNET</b>	National Science Foundation Network—academic telecommunications network for super computers
<b>CONBLS</b>	Consortium of Southern Biomedical Libraries	<b>OCLC</b>	Online Computer Library Center—a bibliographic utility which contains holdings data from all types of libraries in the U.S. and which has cataloging, acquisitions, serials control and ILL functions
<b>CONSULT</b>	West Virginia subcontract for a statewide network	<b>RAC</b>	Regional Advisory Council—A committee composed of health care professionals, RL and BHSL representatives
<b>DOCLINE</b>	Document Delivery OnLine—NLM's automated interlibrary loan request routing and referral system	<b>RFP</b>	Request For Proposal—A document distributed by NLM stating the purpose, goals and objectives of the RMLP and outlining the specific requirements and activities for an institution to be eligible to act as an RML
<b>E-mail</b>	Electronic Mail—A method of transmitting messages electronically between computer terminals	<b>RL</b>	Resource Library—30 major academic medical libraries in the SE/A RMLS region committed to support interlibrary lending in Region 2
<b>EASYLINK</b>	E-mail system by Western Union	<b>RLD</b>	Resource Library Director
<b>FAX</b>	Telefacsimile—A technology using a telefacsimile machine and telephone lines to transmit hard copies of information to another FAX machine	<b>RML</b>	Regional Medical Library
<b>GRATEFUL</b>		<b>RMLP</b>	Regional Medical Library Program of NLM
<b>MED</b>	NLM's user friendly microcomputer software to access and search MEDLINE and other NLM databases	<b>SE/A RMLS</b>	Southeastern/Atlantic Regional Medical Library Services — Region 2 of 7 of the NLM regional medical libraries
<b>HLP</b>	Hospital Library Preceptorship—An SE/A RMLS program whereby qualified experienced hospital librarians train inexperienced library managers	<b>SC/MLA</b>	Southern Chapter/Medical Library Association
<b>IAIMS</b>	Integrated Academic Information Management System	<b>SEMPUL</b>	Southeastern Medical Periodicals Union List developed at the University of South Carolina containing holdings of Resource Libraries in the Southeast
<b>ILL</b>	Interlibrary Loan — A system of borrowing and lending of resources between libraries	<b>SERHOLD</b>	SERIALS HOLDings—NLM's database of machine-readable holdings statements for serial titles held by U.S. biomedical libraries. This database supports DOCLINE.
<b>JCAH</b>	Joint Commission on Accreditation of Hospitals	<b>SOLINET</b>	Southeastern Library Network — regional subcontractor for OCLC services
<b>Level 3 or X</b>	Reporting level for serials/journals holdings (volumes/issues/dates, etc.)	<b>SURANET</b>	Regional extension of NSFNET
<b>LIBID</b>	LiBrary IDentifier—A unique code of five digits and a letter assigned to libraries by NLM for ILL purposes and for DOCLINE access	<b>TRP</b>	Technical Resource Person of NLM online regions
<b>MAC/MLA</b>	Mid-Atlantic Chapter/Medical Library Association	<b>ULS</b>	Union List of Serials—A list of journal holdings developed by a group of cooperating libraries for resource sharing. The Region 2 Union List of Serials is produced annually in microfiche format.
<b>MEDLARS</b>	Medical Literature Analysis & Retrieval System—An automated bibliographic system developed by NLM containing NLM's family of databases including MEDLINE and a score of other specialized databases.	<b>UMAB-HSL</b>	University of Maryland, Baltimore, Health Sciences Library — Headquarters of the Region 2 RML
<b>MEDLINE</b>	MEDical literature onLINE — A computerized bibliographic database of the NLM MEDLARS system which contains citations to the health sciences literature. Contains Index Medicus, and corresponds in part to the Index to Dental Literature, International Nursing Index	<b>Unaffiliated</b>	
		<b>Health</b>	
		<b>Professional</b>	A health professional not connected with a particular institution

## HOSPITAL LIBRARY TERMINOLOGY

**ABRIDGED EDITION:** an edition shortened by rewriting, omitting, or condensing the original, but retaining the general sense.

**ABSTRACT:** a brief summary that gives the essential points of a book, pamphlet, or articles.

**ACQUISITION:** the process of acquiring or gaining materials for a library.

**ADDED ENTRY:** a catalog entry other than the primary entry; e.g. title, subject, series, etc.

**AGENT:** an individual or firm acting as middleman in the library's purchasing of material. In this book, agent, dealer, jobber, and vendor are used interchangeably.

**ANNOTATION:** a very brief note of description, usually a sentence or two in length.

**ANNUAL:** a publication appearing yearly.

**AUDIO MATERIALS:** materials that use listening as the primary process of communication; e.g., records, recorded tapes, sound tracks from motion pictures, sound from television, and other reproduced sounds.

**AUDIOTAPE:** magnetic tape on which audio signals are recorded. Tapes are of various sizes and types and the number of tracks on the tape varies.

**AUDIOVISUAL (AV):** concerning both hearing and vision.

**AUDIOVISUAL MATERIALS:** programs concerning both hearing and vision; e.g., films, strips, slides, recordings, and tape recordings. Audiovisual materials are called software.

**AUTHOR:** the person or organization chiefly responsible for the content of a publication.

**AUTHOR CARD:** card in the card catalog on which author's name comes first on the top line.

**AUTHOR ENTRY:** an entry of a work in a catalog under its author's name, often. An author entry may be a personal or a corporate name or a pseudonym, etc.

**AUTHOR-TITLE ADDED ENTRY:** an added entry consisting of the author and the title of the work.

**AUTHORITY FILE:** a record of proper forms for names, series, or subjects to be used in the catalog to insure uniformity.

CATALOG CARD: a card approximately 3 x 5 inches on which is entered identifying and descriptive information about each item in a collection.

CD: compact disc.<sup>1</sup> This is the trademark name for an injection-molded aluminized disc, 12 cm in diameter, which stores high-density digital data in microscopic pits that a laser beam can read.

CD ROM: compact disc read-only memory. This is a version of the Compact Disc standard intended to store general-purpose digital data for personal computers.

CIRCULATION: the process of lending library materials to borrowers and keeping a record of the loan.

CITATION: the description of a book or journal article; also, the listing of the elements that make up the description. This is also called a reference.

CLASSIFICATION: the process of assigning to a book or other material a call number. This number is derived from the subject content of the book.

CLASSIFICATION SCHEDULE: a systematic scheme for the arrangement of books and other material according to subject or form.

COLLATE: to examine a book or other publication to determine whether or not it is complete and perfect, to see that none is out of order. It also means to put together in proper order.

COLLATION: that part of a catalog card which indicates the number of pages or volumes, the number of illustrations, and the size of the book.

CONSORTIA: cooperative sharing institutions; singular, consortium.

CONTINUATION: a work or part of work issued as a sequel to a book or serial.

COPY NUMBER: a figure used to indicate that a library has more than one copy of a book and to identify each copy.

COPYRIGHT: the exclusive legal right to publish a work.

CORE COLLECTION: a minimal collection of current, authoritative and appropriate books and journals in any given field.

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<sup>1</sup>This and the CD Rom definitions are from CD-ROM Review, volume 2, No. 1, March/April 1987.

**IMPRINT:** publication information; e.g. publisher, place, date--generally found at the bottom of the title page.

**IN PRESS:** being printed.

**IN PRINT:** currently available.

**IN PROGRESS:** a work in parts, not complete.

**INDEX:** a list of items treated in a printed work that gives with each item the page number where it may be found. An index is an alphabetical arrangement of such items by subjects, authors, titles, or a combination of these. Both books and journals need an index to their contents.

**INDEXES:** separately issued serials which list complete and correct citations to journal articles and sometimes to books, parts of books, or audiovisuals under subjects or authors. A **cumulative index** is an index in periodical form which at stated intervals combines, or **cumulates**, the contents of several separately issued indexes into one.

**INTERLIBRARY LOAN:** a cooperative borrowing arrangement among libraries.

**INVOICE:** a written account, or itemized statement, of merchandise shipped or sent to a purchaser with the quantity, value, or prices and charges annexed.

**JOBBER:** a wholesaler who sells publications of various publishers to libraries or bookstores. In this book, jobber, agent, dealer and vendor are used interchangeably.

**JOINT AUTHOR:** a person who publishes a work with one or more associates.

**JOURNAL:** a periodical of a scholarly or professional nature. It normally contains separate articles by individual authors. It is intended to continue indefinitely.

**JOURNAL EXCHANGE:** a service to assist librarians in obtaining journal issues they need from libraries which have duplicates of these same issues.

**LETTER-BY-LETTER FILING:** strict alphabetical arrangement by letters, regardless of their division into words.

**LIST PRICE:** the publisher's price for the retail trade, before discounts.

**LITERATURE SEARCH:** a systematic search of indexes and catalogs for publications on a specific subject or by a specific author.

**MAGAZINE:** a periodical of a popular nature.

**PERIODICAL:** a type of serial which normally contains separate articles and appears more frequently than annually. It is intended to continue indefinitely.

**PERIODICAL RECORD CARD:** a commercially printed form used for checking in magazines, journals and newspapers.

**PRINCETON FILE:** a metal or plastic pamphlet file with holder for labels, available in a variety of sizes and colors.

**PRODUCTION:** the process of creating programs; may include program planning, script writing, recording, etc.

**PURCHASE ORDER (PO) :** authority to purchase . It lists the exact description of an item or items, suggested source of supply, and expected cost. It has a number, referred to as the PO number.

**PUBLISHER:** the person, corporate body, or firm responsible for issuing a work.

**PUBLICATION DATE:** the year a book comes off the press and is offered for sale. This date is usually the same as the copyright date. Publication date is usually listed on the book's title page.

**REQUISITION:** a written request or order for something as supplies.

**RECTO:** the right-hand page of an open book, usually bearing an odd page number.

**REFERENCE:** See CITATION; or cross reference, which is a direction from one heading or entry to another.

**REFERENCE BOOK:** a book designed to be consulted for specific facts rather than to be read through.

**REGIONAL MEDICAL LIBRARY (RML):** within the Regional Medical Library Network, the major medical library resource which acts as the coordinating and administrative library to provide library and ancillary services for a designated geographical area.

**REGIONAL MEDICAL LIBRARY NETWORK:** the geographic breakdown of the United States into seven medical library regions to provide interlibrary loans, reference service, and training to libraries and health professionals.

**REPRINT:** a new printing of materials which has not changed since the last printing.

**RESOURCE LIBRARIES:** libraries of major health education institutions, which share the burden of document delivery, reference service and training within each region of the Regional Medical Library (RML) Network.

**SUBHEADING:** qualifier used to denote a particular aspect of a subject. MeSH has two kinds of subheadings, topical and form. There are 76 topical subheadings for indexing and online searching and 6 for cataloging.

**SUBJECT CARD:** subject of the book appears on the top or bottom line of the card in the card catalog. It is typed in capitals.

**SUBJECT HEADING:** a word or group of words indicating a subject under which all material dealing with the same theme is entered in a catalog, index, etc.

**SYNCHRONIZED:** in motion-picture projection, refers to the proper relationship between the sound and the picture of the screen. If lip movement and speech do not occur together, the picture and sound are out of synchronization.

**TERMINAL:** usually refers to a station connected with a computer at a remote location. The terminal commonly includes an input-output typewriter, and may also involve print, visual or graphic display devices controlled by the computer.

**THESAURUS:** a subject heading list.

**TITLE PAGE:** a page at the beginning of a publication bearing the full title and usually the author's name, publisher and date.

**TRANSPARENCY:** transparent material for projection. Transparencies today are usually in working area dimensions for use on overhead projectors.

**UNION CATALOG:** an author or subject catalog, or a combined author-subject catalog of all the books, or a selection of books, or audio-visuals in a group of libraries.

**UNION LIST:** a cooperative listing of the serial holdings of several libraries. It is useful for borrowing purposes.

**VERIFICATION:** the statement of a reference in a known index or bibliography, giving volume number, year and page.

**VERSO:** the left-hand page of an open book, usually bearing an even page number.

**VERTICAL FILE:** the collection of pamphlets, clippings, and pictures kept in filing cabinets.

**VIDEOCASSETTE:** videotape wound onto two reels and sealed in plastic. It requires special playback equipment.

**VIDEODISC:** looks like a phonograph record, but it contains thousands of images. Properties of videodisc technology include graphics, video images, text, random access, interactivity,



## AHSLC DUPLICATES EXCHANGE

AHSLC members cooperate through an informal duplicates exchange agreement. Libraries often receive gifts of journal issues or books that are duplicates of materials already in the collection or that are outside the scope of their collection, such as in the cases of older material or extra copies of journal issues. While the library receiving the gift may not wish to retain the materials, these items may be a boon to smaller libraries struggling to establish collections or to larger libraries that may have missing issues or incomplete journal runs.

At regular meetings, AHSLC members with items to offer on exchange bring copies of their current exchange lists to distribute to all members. These lists may also be mailed to other members at any time. The exchange lists may be prepared in any style. The example below is an exchange list using the Medical Library Association Exchange List Format. AHSLC members wanting items on these exchange lists simply notify the donating library and make arrangements directly with that library for shipping or delivery of the items.

WRITE DIRECTLY TO: MEDICAL LIBRARY  
MLA EXCHANGE  
MERCER UNIVERSITY  
SCHOOL OF MEDICINE  
MACON, GEORGIA 31207

NO POSTAGE WAIVER

MAILING LABELS PLEASE

### SAMPLE EXCHANGE LIST:

JOURNALS  
AAOHN JOURNAL v.34 #1-12, 1986  
ABSTRACTS OF AMERICAN SOCIETY OF NEPHROLOGY 5TH ANNUAL MEETING, 1971  
ABSTRACTS OF AMERICAN SOCIETY OF AMERICAN SOCIETY FOR MICROBIOLOGY 72ND ANNUAL MEETING, APRIL 1972  
ACADEME v.74 #1,2,4-6, 1988; v.75 #1,3,4, 1989; ANNUAL REPORT 1988-89  
ACOG CURRENT JOURNAL REVIEW v.1 #1,3, 1988  
ACADEMIC MEDICINE v.64, #1(2),2(2),3(2),6,7, 1989  
ACTA ALLERGALOGICA v.28 #2-6, 1973  
ACTA ANATOMICA v.106 #1, 1980  
ACTA CHIRURGICA SCANDINAVICA v.154 #10, 1988  
ACTA CLINICA BELGICA v.39 #1,2, 1984  
ACTA CYTOLOGICA v.33 #1, 1989  
ACTA GASTRO-ENTEROLOGICA v.34 #6, 1971; v.36 #6-8, 1973  
ACTA MEDICA SCANDINAVICA v.184 #3, 1968  
ACTA OTOLARYNGOLOGICA v.104 #1,2, 1987  
ACTA PAEDIATRICA SCANDINAVICA v.27 #4, 1973; v.77 #6, 1988; Suppl.338-345, 1987-88  
ACTA PHYSIOLOGICA SCANDINAVICA v.133 Suppl. 566,570, 1988  
ACTA PSYCHIATRICA BELGICA v.71 #6, 1971  
ACTA ET STUDIA Index 1978  
ACTA UROLOGICA BELGICA v.39 #3, 1971; v.40 #4, 1972; v.41 #3, 1973  
ADMINISTRATION IN MENTAL HEALTH Summer 1974; Spring 1975; v.5 #1,2, 1977-78; v.10 #1, 1982  
ADVANCED IMAGING #15, 1988  
ATHLETIC PLASTIC SURGERY v.1 #4, 1978  
AESTHETIC SURGERY Fall 1988  
ALABAMA JOURNAL OF MEDICAL SCIENCES v.14 #2, 1977  
ALCOHOLISM AND ADDICTION v.8 #2,4, 1987-88  
AMERICAN ACADEMY OF ORTHOPEDIC SURGEONS 12TH ANNUAL ASSEMBLY, 1944; 13TH ANNUAL ASSEMBLY, 1946; v.5-15, 1948-1958  
AMERICAN BIOTECHNOLOGY LABORATORY v.3 #1, 1985; v.4 #6, 1986; v.5 #1,2, 1987; v.6 #6, 1988  
AMERICAN BABY v.39 #11, 1977; v.40 #3,9,13, 1978  
AMERICAN FAMILY PHYSICIAN v.4 #2-4, 1971; v.15 Jan-Jun, 1977; v.16 Jul-Dec, 1977; v.25 #2-6, 1982; v.26 #1,3-6, 1982; v.32 #1-3,5,6, 1985; v.33 #1-6, 1986; v.34 #1-5, 1986; v.35 #1-3,6, 1987; v.36 #3,5,6, 1987; v.37 #3,5,6, 1988; v.38 #1,4-6, 1988; v.39 #1(2),2(2),3(2),4(2),5(2),6, 1989; v.40 #1, 1989  
AMERICAN HERITAGE OF INVENTION AND TECHNOLOGY v.3 #3, 1988  
AMERICAN INTRA-OCULAR IMPLANT SOCIETY JOURNAL v.8 #1-4, 1982; v.9 #1-4, 1983; v.10 #1,2(2), 1984

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**FORMS**

**TO**

**UPDATE**

**SPECIAL  
PROJECTS**

ATLANTA HEALTH SCIENCE LIBRARIES CONSORTIUM  
INTERLIBRARY LOAN PROFILES

Name of Institution:

Name of Library:

Address:

Telephone No.:

FAX No.:

Hours:

Symbols:

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

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

LIBID \_\_\_\_\_

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

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

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

Parking Procedures:

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

Circulation Policies:

Interlibrary Loan Policies: ILL Contact \_\_\_\_\_ Phone: \_\_\_\_\_  
Loan: Books: Y \_\_\_\_\_ N \_\_\_\_\_ Journals/Unbound: Y \_\_\_\_\_ N \_\_\_\_\_ Journals/Bound Y \_\_\_\_\_ N \_\_\_\_\_  
Loan Period: \_\_\_\_\_ Loan Period: \_\_\_\_\_  
Journals: Photocopies only Y \_\_\_\_\_ N \_\_\_\_\_ Loan Charges: \_\_\_\_\_

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

Comments:

Photocopier Available: Y \_\_\_\_\_ N \_\_\_\_\_ Cost: \_\_\_\_\_

FAX Service to AHSLC Members: Y \_\_\_\_\_ N \_\_\_\_\_ Policy:

Endusers Systems Available:

Staff: Library Director: \_\_\_\_\_

Other Personnel: \_\_\_\_\_

AHSLC ILL LOAN PROFILES CONTINUED:

Collection:

Special Holdings:

Main Focus (Subject Areas) of Collection:

Unique Materials:

Long Runs (Journal Titles):

Archival Materials: Y\_\_\_N\_\_\_ Date Library Established\_\_\_\_\_

Collect Fines: Y\_\_\_N\_\_\_

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Amenities:

Eating Facilities:

Additional Amenities:

Please attach copy of map here.

Additional Information:

Revised: \_\_\_\_\_

## ***Handbook Template***

<b><i>Cover</i></b>	<b><i>1 pg.</i></b>
<b><i>Table of contents</i></b>	<b><i>1 pg.</i></b>
<b><i>Greeting</i></b>	<b><i>1 pg</i></b>
<b><i>Historical Overview</i></b>	<b><i>1 pg.</i></b>
<b><i>General Information</i></b>	<b><i>Cover</i></b> <b><i>Meetings</i></b> <b><i>Officers</i></b> <b><i>Statistician</i></b> <b><i>Permanent Committees</i></b> <b><i>Adhoc committees</i></b> <b><i>Miscellaneous Posts</i></b>
<b><i>Intructions for New Members</i></b>	<b><i>Cover</i></b> <b><i>Instructions</i></b>
<b><i>Minimum Standards</i></b>	<b><i>Cover</i></b> <b><i>Mini Standards</i></b> <b><i>2nd page (starts with facility)</i></b>
<b><i>Membership Application</i></b>	<b><i>Cover</i></b> <b><i>7 numbered pg.</i></b>
<b><i>Memmorandum of Agreement</i></b>	<b><i>Cover</i></b> <b><i>Pg 1 &amp; 2</i></b>
<b><i>Bylaws</i></b>	<b><i>Cover</i></b> <b><i>5 numbered pg.</i></b>
<b><i>Resource sharing</i></b>	<b><i>Cover</i></b> <b><i>Guidelines</i></b> <b><i>Fact Sheet 3 pg</i></b> <b><i>Doc Del Pol 4 pg</i></b>
<b><i>Union List</i></b>	<b><i>Cover</i></b> <b><i>9 pg</i></b>



<b>Copyright Law</b>	<b>Cover</b> <b>1 pg</b>
<b>Instruction for submitting ill</b>	<b>Cover</b> <b>Instructions</b> <b>Example (3 pg)</b>
<b>Membership List &amp; Contacts</b>	<b>Cover missing</b> <b>Insert New Consortia List</b> <b>3 Pg contact sheet</b>
<b>Glossary</b>	<b>Cover</b> <b>WTSE</b> <b>Hospital Libr. Term. 5 pg</b>
<b>Reciprocal Agreement</b>	<b>Cover</b> <b>Insert HSLCG Agreement</b> <b>Insert HSLCG list of members</b>
<b>Collection Development</b>	<b>cover missing</b> <b>1 pg (AHSLC Duplicates exchange)</b>
<b>Forms to Update</b>	<b>Cover</b> <b>Ill Profile form</b>
<b>Special Project</b>	<b>Cover</b> <b>Things that need adding will be added here.</b>

**Footnote: Punch holes in your pages and insert them into a notebook.  
If changes are made to pages you will insert the new page  
and take out the old.**

**The copyright notice of reciprocal agreements is enclosed.  
If you plan to use it you can insert it with copyright  
material.**