



Colorado Council of Medical Librarians

NOTICE OF MEETING COLORADO COUNCIL OF MEDICAL LIBRARIANS

DATE: Wednesday, May 15, 1985.

PLACE: ROSE MEDICAL CENTER, ATC Auditorium (see directions back-side).
4567 East 9th Avenue
Denver, Colorado 80220

CONTACT PERSON: Nancy Simon, Medical Librarian 320-2160

8:45am-9:15am ONLINE USERS GROUP -- presented by Martha Burroughs.
"NLM Search Optimization"

9:15am-9:45am COFFEE -- please introduce guests to Jody Helmer.

9:45am-10:30am BUSINESS MEETING.

- I. Call to order.
- II. Introduction of guests.
- III. Minutes.
- IV. Treasurer's Report.
- V. Unfinished Business.
- VI. New Business.
 - A. Isabelle T. Anderson Collection Development Guidelines.
 - B. CCML Mailing Coordinator.
 - C. Next meeting.
- VII. Committee Reports.
- VIII. Announcements.

10:30am-10:45am COFFEE.

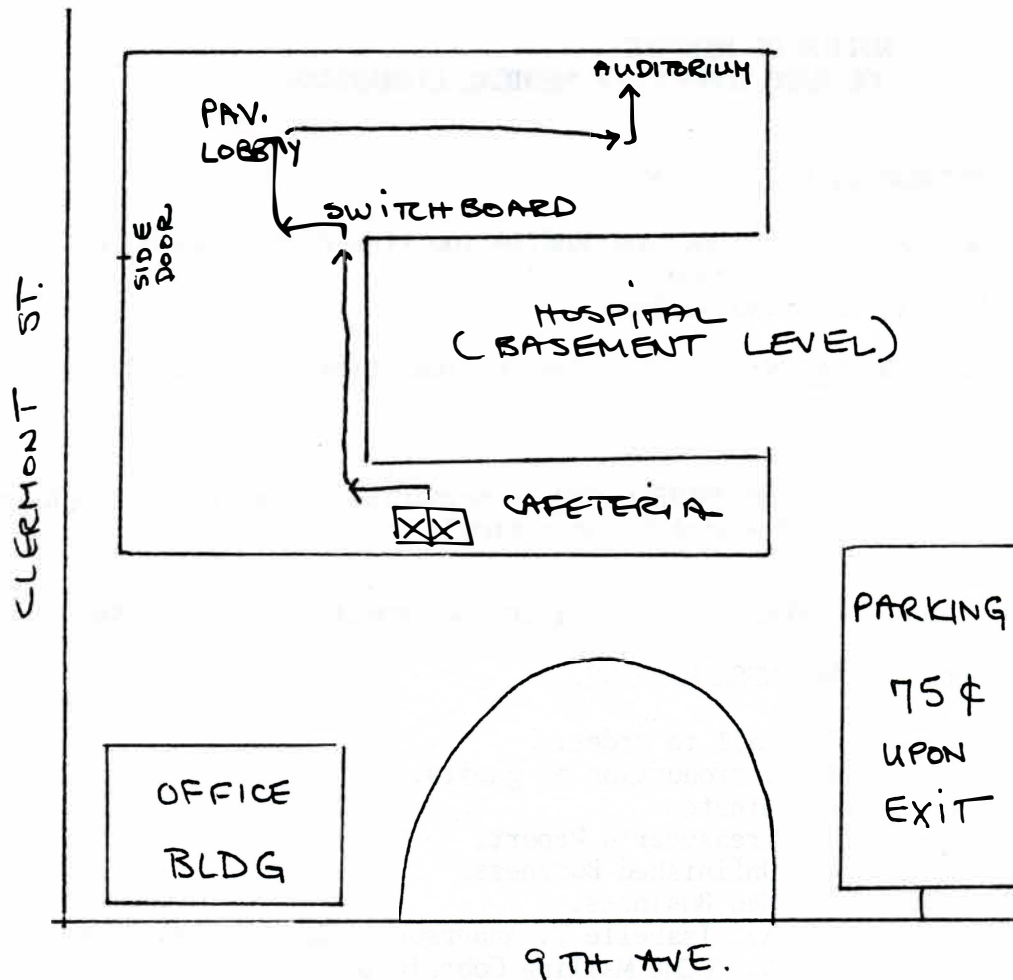
10:45am-11:45am PROGRAM.

- I. Introduction of Speaker--Dr. F.B.Rogers, M.D.
- II. Program.

Mr. Forrest F. Carhart, Jr., former Executive Director of the New York Metropolitan Reference and Research Library Agency, will speak about his experiences with, and his opinions about, Library Cooperation.

12:00pm ADJOURN.

HEALTH INFORMATION PROVIDERS (HIP) will meet following the program for lunch and a meeting.



DIRECTIONS TO ATC AUDITORIUM
ROSE MEDICAL CENTER

USE MAIN ENTRANCE ON 9TH AVENUE. WALK FORWARD AND TURN LEFT FOR MAIN ELEVATORS. TAKE ELEVATOR TO BASEMENT LEVEL. EXIT LEFT, THEN QUICK RIGHT, WALK STRAIGHT AHEAD TO MAIN SWITCHBOARD. TURN LEFT, THEN TAKE FIRST RIGHT AND WALK STRAIGHT AHEAD TO PAVILION LOBBY. TURN RIGHT, WALK STRAIGHT AHEAD, THEN TURN LEFT TO ATC AUDITORIUM.

HOPEFULLY, SIGNS WILL BE POSTED WITH ARROWS.

COLORADO COUNCIL OF MEDICAL LIBRARIANS

MAY 15, 1985
MEETING MINUTES

Number of members present: 45

The regular bimonthly meeting of the Colorado Council of Medical Librarians was held at Rose Medical Center in Denver, hosted by Nancy Simon. The meeting was called to order by the President, Susan Brandes at 9:49 A.M.

Guests

Jody Helmer, Membership Chairman, introduced the following new members or guests present at this meeting:

Claudia Ullevig	Beatrice DeAngulo
Lydia Miller	Cerise Pelekan
Carol Morgan	Jeanne Durocher
Sherry Stuart	

Minutes of the Previous Meeting:

The minutes of the previous meeting were accepted as circulated.

Treasurer's Report:

Vicki Milam gave the following treasurer's report covering the period March 26, 1985 to May 15, 1985:

	<u>CCML</u>	<u>Journal Loc.</u>
Beginning Balance	\$1,291.71	3,807.19
Income	638.41	390.00
Expenditures	371.00	2,230.77
New Balance	\$1,559.12	1,966.42

The complete breakdown of the new accounting process of separating the CCML from the Journal Locator funds is attached to the end of these minutes with the Journal Locator Committee minutes.

Committee Reports:

Executive Committee:

Susan Brandes read a thank you note from Martha Good regarding the gifts she received from CCML members after her house fire.

Continuing Education Committee:

Nancy Simon announced that the CE Class was held on April 23 as scheduled. Herbert White was an inspiring speaker. Attendance was 50 and the net profit for CCML was \$711.58. Ruth Gilbert said that in the April 15, 1985 Library Journal, Herb White has a good article on library turf.

Interlibrary Loan Committee:

Sandi Parker introduced Roz Dudden who gave the report for the Interlibrary Loan Committee. That report is attached to these minutes. Kate Elder will be attending the Colorado Interlibrary Loan Workshop in Colorado Springs and will report on the content of that meeting to the Committee.

Journal Locator Committee:

Roz Dudden announced that the Committee has met and defined its charges. These will be prioritized at the next meeting. The minutes of that meeting are attached to these minutes.

Announcements:

Cynthia Harrison announced that she is looking for jobs filling in during vacations and meetings. She has seven years of medical library experience. Her phone number is 782-9062.

Ruth Gilbert announced that she has an opening for a Library Technician, GS5 level position. The person who applies must currently be on the list. She has limited help at this time, so she requested restraint and patience regarding interlibrary loan requests.

Sara Katsh has a list of librarianship terms used in CINAHL. She said it is like a "little Library Literature" data base.

Susan Brandes announced that the 1985 Membership Directory was available to be picked up at the meeting. Those members not attending this meeting will get the Directory in the mail.

The HIP meeting following this CCML meeting will be held in the same room as the CCML meeting, but the Interlibrary Loan Committee meeting following that meeting will be held upstairs in Rose Medical Center.

New Business:

Susan Brandes reported the Executive Committee's recommendation that a Committee be formed to develop a Collection Development Policy for the Isabel T. Anderson Collection. The following people volunteered to serve on the Committee: Charles Bandy, Ruth Gilbert, Kate Elder, Kate Smith, Yvonne Rhodes, Sara Katsh and Marla Graber. Charles suggested that Denison Library might be able to automate the shelflist of the Collection to make it more widely available to the other libraries.

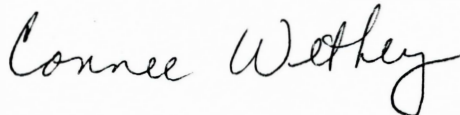
Susan Brandes reported the Executive Committee's recommendation that a Mailing Coordinator position be established to assist the secretary in sending out the bimonthly mailing. That mailing includes the minutes, the meeting announcement, Council Quotes and various other inserts. Sara Katsh volunteered to be Mailing Coordinator for the remainder of this year.

Susan Brandes reported the suggestion that came from DAHSLC concerning the open or closed door policies of various libraries. The Interlibrary Loan Committee will include this subject in its list of topics to discuss.

Lyn Hammond announced that the next meeting will be held July 24, 1985 at a place to be named. The invited speaker is Dr. Don Janes, from the University of Southern Colorado, who will speak on Basic Immunology.

The meeting was adjourned at 10:32 A.M.

Connee Wethey
Secretary



Following the meeting, Dr. Frank Bradway Rogers introduced Forest Carheart, who discussed library cooperation in New York City's Metro program.

Attachments:

Journal Locator Committee: Report of Meeting, May 9, 1985.
CCML Journal Locator Funds
Interlibrary Loan Committee, Report of Meeting, May 1, 1985.

The Colorado Council of Medical Librarians Interlibrary Loan Committee

First Meeting: Wednesday, May 1, 1985, 10:00-12:00 am, at AORN Library.

Members present: Parker, Dudden, Crespin, Hammond, Berg, Hanna, Klenk, Simon.

Members Absent: Hansen, Helmer

The Committee is charged by CCML to discuss:

1. Policies, agreements, commitments, or complaints as Mile High Mail users, Courier Participants, or neither of these.
2. The availability of the Journal Locator to non-CCML Libraries or non-participants.
3. Charges or alternatives for charges for interlibrary loans to list participants, non-participants, and/or non-CCML members. This issue includes the concept of net-lenders and net-borrowers.
4. Reciprocal privileges for library patrons to use other facilities.

It was decided to have 2 hour meetings more frequently than once a month. The next meeting is set for 1:30 pm, Wednesday May 15, at Rose Medical Center, after the CCML meeting. Sandi Parker agreed to chair the Committee. Roz Dudden agreed to act as reporter. Complete minutes would be circulated to the Committee. Abbreviated (one page) minutes would be reported to CCML. Resources were discussed.

It was decided to list the issues involved in ILL. These turned out to be:

1. Formats on Mile High Mail
2. Need for an Updated Mile High Mail Operating manual from Mile High Media
3. Interlibrary Loan from other sources: The CARL Libraries; CCLS ILL program at CU; OCLC; Octanet; Books borrows from UCHSC
4. Problems with the Book Round Robin on Mile High Mail
5. Possibility of a CCML ILL Manual of Guide
6. The various levels of standards of turn around time.
7. Internal response to a request standards
8. Timing... is 24 hour turn around reasonable??; Rush items; Obligation to meet a standard set by the group; courier versus non-courier
9. Photocopy versus Hardcopy; Timing of sending volume versus photocopy; Copyright Law; Who copies the article?
10. In-house check-out to users of borrowed materials
11. Uniform duration of loaned items
12. Metro area versus state-wide concerns
13. Hospital versus non-hospital concerns
14. AY ILL; Micorcomputer program ILL; an non-print format
15. Verified versus non-verified citations; required?; What obligation does the lender have to search out an incorrect citation
16. The quality of photocopies
17. What type of person wants the loan (as indicated on an ALA form)
18. Sell the Journal Locator or not
19. Can we find a group source of labels or a system of exchange..
20. ILL Charges (preliminary list of issues): Uniform charges; "license to charge"; Coupons; Invoicing

At the next meeting this list, 1-19, will be prioritized. The issue of ILL charges will be discussed in more detail.

Respectfully Reported,

Rosalind Dudden.



**COLORADO COUNCIL OF MEDICAL LIBRARIANS
JOURNAL LOCATOR COMMITTEE**

Report of Meeting, May 9, 1985

The Journal Locator Committee meet on May 9, 1985. Members present were Roz Dudden, Vicki Milam, Margaret Bandy, Sara Katsh, Eleanor Krakauer, and Pat Perry. Catherine Reiter attended as an editor.

The Committee discussed the update editing forms and Eleanor, Catherine and, Vicki suggested changes for the 1986 edit.

The Committee then discussed the finances of the list. Attached is a report of the finances from 1983 to May 1985. There were minor confusions between the Treasurers and the Journal Locator Committee, caused by the differences in accounting. The List has been accounted for by the edition, while the treasury was accounted on a calendar year basis, with the treasurer changing office on Dec. 31. The Committee agreed with Vicki's accounting of the funds. For the year 1984, the accounts for part of the 1984 List and for part of the 1985 List were merged to give a year end balance. The prepayments for the 1985 List and sale of 30 extra lists bring the account to its present level.


The Committee set three financial policies:

1. Libraries using the PHILSOM Serial Control System (this year there were three: UCO, MMC, and NJH) will be charged the price of a second copy to participants, which has always been the printing cost rounded off.
2. A reserve will be kept for the purpose of starting the next edition. Pre-publication expenses include such items as paying editors, photocopying, mailing, and printing the cover. The Committee decided for 1986 to keep a reserve of \$1500.
3. For 1986, there will be no prepayment. Invoicing for the 1986 List, which could be again as high as \$100 due to changes in Telenet pricing and use, will be in late April or early May.

The bill from PHILSOM for the 1985 List is \$4461.54. To cover this cost and reserve back \$1500, the Committee decided on a total price for participants of \$80. The price for second copies to participants (and therefore PHILSOM Serials Control Users) is \$25.

Bills will be sent out within the next two weeks.

Respectfully Submitted,



Rosalind F. Dudden
Chairperson

CCML JOURNAL LOCATOR FUNDS

Prior to 1985, the reports of the financial status of the Journal Locator have been on an edition basis. This method is difficult to maintain with the annual change of treasurer and with late payments for prior year editions. A re-working of the reports for 1983 and 1984 has disclosed some errors and can put us on a current status for splitting the accounting for CCML regular funds and Journal Locator funds.

DECEMBER 1983 BALANCE \$ 2,762.43

1984 income from participants		
1984 edition	2,452.90	
1985 edition	1,320.00	
1983 edition	115.40	
TOTAL		3,888.30

1984 income from non-participants		
1984 edition	1,372.50	
1985 edition	105.00	
TOTAL		1,477.50

Expenditures		
1984 edition	4,633.89	
1985 edition	588.00	
TOTAL		5,221.89

DECEMBER 1984 BALANCE 2,906.44

1985 income from participants	80.00	
1985 income from non-participants	1,260.00	
1985 expenditures	219.25	
TOTAL		1,120.75

MAY 1985 BALANCE 4,027.19