

HEALTH SCIENCES
Library

FEBRUARY 25, 1988



Administration News

175th Anniversary Celebration

All committees met to begin planning for activities to commemorate the 175th anniversary of the library. Many staff volunteered for the following committees:

- Historical Research
- Open House
Program
- In-house Activities
- Library Quilt

We hope to have lots of fun in the coming year, both for staff and the campus. The library is getting support from the Office of Institutional Advancement in the areas of publicity and designing materials. Several of the professional schools have contributed funds to sponsor programs. Our thanks to one and all!

Orientations

All library departments are offering two orientations for library staff to describe their activities. Orientations are scheduled for February and March. The programs have been excellent and the turnout terrific. We hope this will be an annual activity and keep everyone up to date on our colleagues work.

Staff Training and Development

An inventory of training staff have had and what they desire was done in January. One result of this was the Departmental Orientation program, since many staff felt they were not informed about other department activities. We are now in the process of looking at other training available either in the library or outside. The schedule for Email and WP from Systems has been set up for the next two months as well as the schedule for Boot Camp and Word Perfect from IRMD.

We are trying to coordinate training throughout the library and would appreciate if all requests for training go to department heads who should pass them on to the office. As we stressed at the staff meeting, this is an on-going process and we are taking a long term approach. Not everyone will get training at the same time, because most things come up time after time.

Special departmental or individual needs will be taken into consideration for all requests.

PERSONNEL UPDATE

Tax Status of Employee Graduate Tuition Remission

For the past three years tuition remission for graduate education provided to employees (including graduate assistants) was excluded from gross income as a non-taxable fringe benefit. However, this section of the Tax Code expired December 31, 1987, and there is a possibility that it will not be renewed in 1988. If Congress does not renew this section of the Tax Code, employee tuition for graduate education will no longer be exempt from taxation. The University will then be required to report the value of tuition remission given to employees for graduate education in 1988 as income that is subject to withholding for income and social security taxes.

This would have no effect on the taxability of tuition remission for undergraduate education. Employee and dependent tuition remission for undergraduate education will continue to be exempt from gross income and withholding as a non-taxable fringe benefit.

As additional information becomes available, we will pass it on.

CIRCULATION DEPARTMENT NEWS

The big news in the Circulation Dept. is the arrival of Madeline Hammond, the new Head of the Department. Madeline comes to HSL after 15 years at Morgan State University. Madeline was head of the Morgan State Circulation Dept, so she comes to HSL with a solid knowledge and background in circulation. Her first comments when asked what she thought of HSL was "terrific" and "I can't wait to learn all the equipment". She notes everyone has been "just great". Her favorite hobbies are tennis, sewing and plants.

One new feature has been added to Circulation: the Copicard machine. The machine has gotten off to a rather schizophrenic start and only likes to "digest" certain \$5 bills. The circulation dept. has put together some policies, and hopefully we can provide more photocopying options---and fewer disgruntled patrons. Noone is happy to be told during the day to trot over to the Cashier's Office to buy a card.

Finally, some very positive comments appeared about HSL in Cosy. As one person noted in response to the discovery by one "Cosy-ite" of the new Copicard machine in the library: "I applaud Ms Cunningham and the entire HSL staff for continuing to place patron's needs as a high priority and establishing a carefully implemented improvement to HSL's service. We need more efforts that concentrate on 'people' and changes that make UMAB pleasant and productive. When improvements occur, we should praise them highly before finding fault with minor details. Thank you Health Sciences Library people!"

One small, but sincere additional comment---
Thank you one and all for all your support and cooperation in the Circulation Dept and in HSL while I served as "Acting Head" of the Dept. ---d.c.

"The Circulation Staff wants to thank Diana for her help and wonderful enthusiasm during our time without a leader."

INFORMATION MANAGEMENT EDUCATION

Since the last newsletter, the buzzword around the IME department has been - BROCHURES! It seems like we run out of brochures all at the same time and inevitably they need to be updated. Additionally, there is always a need for new brochures. Since the last newsletter the following brochures have been developed and are almost ready for distribution:

- * MaryMED - This actually involves two brochures - one for off-site users and one for in-house users. These brochures should be ready for distribution by the next newsletter.
- * The Electronic Library - This brochure is a joint venture between IME and Reference and highlights the educational offerings of the two departments. It should be ready by summer and we plan to enclose our seminar schedules with the brochure.
- * Offsite Access - Although this is an old brochure, it is undergoing a revision and the text is being proofread and approved at this time.
- * Facts About CoSy - This brochure will help cut down on the handouts for the conferencing system by incorporating the Facts About CoSy sheet with the Mission and Policy statements. It is ready to go to Institutional Advancement for text preparation.

On the drawing boards are brochures for the Current Contents database and the deposit account system.

Well, M.J. survived the IME Orientation (subtitled: How IME Turns). Many thanks to all who attended the orientations, listened attentively and laughed at the bad jokes!

Since the last newsletter, the IME department has offered the following seminars and workshops:

- Feb. 4, 10:00-12:00 - Online Searching: User Friendly Systems (M.J. Tooley)
- Feb. 11, 12:00-1:00 - Term Paper Clinic (Held in the Alumni Lounge, Student Union) (Phyl Lansing)
- Feb. 16, 2:00-4:00 - Introduction to CoSy (M.J. Tooley and Mary Ann Williams)
- Feb. 17, 5:15-7:00 - Computers in Nursing (Patty Hinegardner)
- Feb. 26, 10:00-11:30 - Searching MaryMED Effectively and Efficiently (M.J. Tooley)

Upcoming IME events include:

- March 3, 2:00-4:00 - Reprint File Management
- March 25, 10:00-11:30 - Searching MaryMED Effectively and Efficiently
- March 31, 1:00-3:00 - In Search Of ... Effective Search Strategies
- April 12, 9:00-4:00 - MEDLINE for the Health Professional
- April 22, 10:00-11:30 - Searching MaryMED Effectively and Efficiently
- April 26, 1:30-4:30 - CoSy in Moderation

If you are interested in attending any of these workshops, stop down at the Reference Desk to register.

And finally although there is no CoSy report this month (although I must mention that there are over 600 registrants on the system), there is a new equipment report. We now have a new overhead projector that gives new meaning to the word "bright" and we have also acquired a cart for moving computer equipment. And it can be converted into eight different positions to accommodate all sorts of things. As soon as I figure out how to put it together, I will try all eight positions. Don't be surprised if you see me go-karting around the HSL in this new contraption! Seriously though, Systems and IME have coveted this micro cart for a long time and are thrilled to have it!

Look for IME on the move in it's new micro truck! Until next newsletter, manage your information wisely!

REFERENCE NEWS

Since the beginning of January the Reference staff has been busy offering library instruction to students in the Schools of Physical Therapy, Nursing, Pharmacy and Social Work and Community Planning. We taught twenty different sessions, each lasting between one and two hours. A total of 399 students attended one of these classes.

Inga Moten is heading a committee of reference staff evaluating the 'general' reference tools in the HSL collection. Don Frese chairs a committee reviewing the HSL index and abstract collection. Cost, space considerations, relevance to the curriculum and availability at local libraries are the criteria being used to evaluate the collection.

RMLS NEWS

The RML is working with the National Library of Medicine to formally recognize the thousands of health sciences libraries nationwide that contribute to the RML network. Libraries have been asked to register as network members. The information collected through this registration will be used as the basis of an online directory of network members giving the RML a more tangible connection to the region's health sciences libraries. Once the directory is operating we will be able to query the database to find out things like how many hospital libraries there are in the region, or in a particular state, and how many of these libraries are online centers. Collecting this information and entering it online will be a major project for the RML in the coming months.

The Region 2 Consultants Registration Form has been revised and is now being distributed throughout the region in an effort to increase the number of consultants in the Region 2 Consultants Registry. The Consultants Registry will be another RML online database. Any one in the library who would like to be considered as a consultant for the region may request an application from the RML.

The RMLS has produced the third edition of a very popular manual Organizing and Administering the Small Hospital Library. The first and second editions were published by TALON (Region 5). The manual was completely revised and updated by Ruth Wender and Jane Lambremont for use in the RML's Hospital Library Preceptorship program. The manual will be offered for sale separately and we expect a large demand.

On January 21 Suzanne and Nancy attended a meeting of the West Virginia CONSULT Steering Committee in Charleston, West Virginia. CONSULT is a statewide health information network under development in West Virginia which is partially funded by the SE/A RMLS. On January 22 Karen Hackelman presented to the West Virginia State Medical Society a summary report of the Educational Promotional Strategies study done last spring in West Virginia to test different methods of introducing physicians to computer searching capabilities. Suzanne and Nancy also staffed an SE/A RMLS exhibit on Friday as a part of West Virginia State Medical Society's mid-year meeting.

Nancy returned to Charleston on February 2 to attend a meeting of the West Virginia Health Sciences Library Association. The group conducted a strategic planning session for WVHSLA, and Nancy gained many valuable insights into the unique needs of the West Virginia librarians both at the present time and as projected for the future.

Suzanne attended a meeting of the Steering Committee of the Mississippi Health Sciences Information Network in Jackson on February 1. The committee, which is charting the course for an electronic network in Mississippi, discussed the upcoming conference on network services planned for June 18, 1988 at the Mississippi State Medical Association Meeting.

As this newsletter goes "to press" Suzanne and Nancy are in Atlanta Georgia attending a meeting of the Education Committee of the RAC (Regional Advisory Council). The Committee is evaluating a number of educational videos and manuals and making recommendations for their use in Region 2.

Systems & Automation News

MaryMED

We recently suffered our worst experience with downtime. The MaryMED computer was down for almost 2 and a half weeks! This was due to a "bad spot" on one of the disk drives. It took us almost a week to diagnose the problem and then a little more than a week to fix the problem, clean up the damage to data, and recover lost data. Steps were taken to avoid a reoccurrence of this type of problem in the future. We're sorry for the inconvenience to staff and patrons.

Current Contents

On a more positive note - the work on the Current Contents database is coming along well. The official date for unveiling Current Contents is June 1. We hope to have a small database available by mid-April for use by staff.

Word Processing & Electronic Mail

Jessie will be offering regularly scheduled classes in Electronic Mail and Word Processing. Don't worry if you want to take one of these classes and it is filled up. All classes will be repeated regularly.

Jessie will also be offering a quick introduction to Electronic Mail for new staff members. The purpose of this session is to teach them enough to use E-Mail until they can attend one of the regularly scheduled classes.

Continuing Education and Current Awareness

On February 11 Gary attended a presentation on Apple Macintosh Presentation systems given in Baltimore at the Onmi Hotel. The purpose of the program was to show how presentations and classes can be enhanced using the Macintosh as a graphics and text generator and as an automated slide projector.

On February 24 Beverly attended a presentation on the STAR database management system. STAR runs on micro and "super-micro" computers. It is a multi-user system which can handle up to 2400 megabytes of data.

NEWS FROM ACQUISITIONS/SERIALS

In previous newsletters we have described SC350 briefly and mentioned that it was the serials control system that was chosen for use here. The delivery date for the equipment is the third week in March, 1988. (Really!) The staff in Acq/Ser. is working very hard to complete as many worksheets as possible in the time remaining before training begins. The bindery worksheets are completed, thanks to Rudy's hard work.

The Reference staff, Rich Behles, Margaret Ward, and Diana Cunningham have been working on a journal weeding project. Margaret has finished adding prices to the list of journal titles as of noon today and passed the last portion of the list on to Rich. He will change the status of any titles that should be considered ceased and pass the list along to Reference. The Reference staff has been checking locations and adding comments related to the use and subject matter of those that are considered too expensive or difficult to obtain. Diana has been coordinating and encouraging all of us. Most of the list has been passed on to Diana.

TRIVIA QUESTIONS OF THE MONTH:

What is the least expensive journal to which HSL subscribes?

What is the most expensive, (excluding Bio Abstracts and Chem Abstracts)?

WATCH THIS SPACE FOR ANSWERS

In preparation for SC350, Margaret, Rudy and Steve attended the micro computer bootcamp taught by IRMD.

NEWS FROM CATALOGING

Rich Behles attended the Lotus 1-2-3 workshop sponsored by IRMD on Feb. 11, 1988.