

# HEALTH SCIENCES LIBRARY NEWSLETTER

January 1990

## ADMINISTRATION

So many things have occurred since our last HSL Newsletter came out. It is a tribute to each of you that all our programs and services have moved ahead. I want to take this opportunity to thank you for all your help and support sharing our joys and our sadnesses. Despite the uncertainties surrounding Cyril's final days, the spirit of the Holiday season was present. The joy and sadness of the retirement of a long-term employee, Miss Lee, was also sincerely felt. The death of other loved ones has also been felt by some.

I want to make special mention of the incredible challenge of putting together the tribute for Cyril on January 16. To name a few would be to miss one. The program was put together beautifully, the announcements and invitations were lovely, the mere feat of faxing, mailing, etc. was done without hesitation -- I could go on and on. Suffice it to say that I feel very deeply that the real testimony goes to the HSL staff. Dr. Kinnard, Dean Dennis, Dr. Orlin, and others all gave laudatory comments on the timely way the tribute was successfully planned and orchestrated.

Currently, several projects are moving ahead. Preliminary plans for the long-discussed Resinol building are being developed. The IAIMS Phase II grant is winding down, but draft plans for IAIMS Phase III are winding up. The search committee to select Cyril's replacement is not yet finalized, but Dean Dennis will be heading up the Search for a new Library Director. And finally, the RFP (request for proposal) for the new Regional Medical Library contract is due out approximately March 15. So as we look back, we also look forward. It should be another lively Spring.



## SYSTEMS & AUTOMATION



### DRIF

The library has been given some money from the campus DRIF (Designated Research Initiative Fund) to install a CD-ROM network. The network will include a file server and a few work stations; it will provide databases like the PsycLit, Books in Print, Maryland Microcat, and CINHL (Cumulative Index to Nursing and Allied Health Literature).



## NEW FACE

Chrystal Robertson, our computer room technician, started working on Dec. 4. She helps us with the dump (backup copy) on both Larry and Moe. You probably will not get to meet her since she comes in very early in the morning.



## WORDPERFECT

Jessie has been training staff in the usage of MAC and WordPerfect. With more staff getting trained we hope to move away from the old word processing and the not so reliable HP printer in Circulation. Please discuss with your supervisor if you have a need for the training.



We have had the following groups of visitors :  
Oct . 26, 1989 - We hosted a meeting of the Campus

Computer Center Directors. They learned about our computer systems, saw the computer room, and discussed matters of general concern and interest.

Dec. 15, 1989 - A group of library staff from the library of Morgan State University came to see a demo of the LS/2000 and EARS.

Jan. 4, 1990 - A whirl wind visit by the NLM Associates who got to see the computer room, the micro lab, and even got to dial in to our databases - all accomplished in 20 minutes!



#### To Do

Spring cleaning time again! Here is a list of things that we hope you will consider:

Micros and terminals - We clean only the OPAC terminals and leave the cleaning job of those used by the staff to each department ; however we do supply a vacuum cleaner, a bottle of Fantastik, and a sheet of cleaning tips.

WordPerfect - Let's get rid of those out-of-date documents from the hard disk and remember to always get a backup copy on a floppy disk. Also let's keep the WordPerfect desktop neat and clean by moving and saving documents in own personal folder.

"Old" word processing - We will be distributing lists of folders and documents which are stored on the mini-computer. Please review these and delete anything no longer needed or used. We can help you transfer useful documents from mini to Mac WordPerfect. Please ask Steve or Jessie for help.

#### HISTORICAL/SPECIAL COLLECTIONS

HSL in service to the Navy: Rich recently received a call from Mr. Jan Herman, who is the historian at the Department of the Navy's Bureau of Medicine and Surgery. Mr. Herman is researching an early graduate of our School of Medicine, Dr. James M. Ambler, who was the ship's surgeon on board a Navy expedition to the Arctic Circle in 1878. Mr. Herman had seen evidence that Dr. Ambler had graduated from our School, and was trying to verify whether or not it was true, as well as the nature of the curriculum that Dr. Ambler would have studied at that time. We were able to verify Dr. Ambler as a graduate of the class of 1870, and include curricular information from college catalogs as

well.

Then we also heard from Captain Ellis Hall, the historian at the Naval Dental Clinic in Bethesda, who is doing research on the founding and early history of the Baltimore College of Dental Surgery. Several of our background sources, as well as contemporary editions of some of the texts by Chapin Harris filled Capt. Hall's request successfully.

#### MILESTONES IN MEDICAL HISTORY

In this entry, we turn our attention to the early developments in the study of anatomy, obviously of critical importance to the advancement of medical science.

Primitive man, totally unaware of the structures that comprise the human body, attributed matters of life and death to spiritual influences. Supernatural "presences" established and controlled the relationships between objects from man's external world, and the world of his physical inner self. For example, a sword wound which failed to heal was not due to the resultant structural damage within the wound site, but was seen to be a result of the weapon's spirit continuing to exert its harmful influence over its victim. According to the primitive Law of Contagion, it was felt that therapeutic procedures administered to the weapon would carry over, via the spirit, to heal the victim. Eventually, it was the Babylonians of the Tigris/Euphrates region who first began to consider models of morphologic structure. Religion continued to hold its central place, and now when people needed to perform a sacrifice to appease the angry deity who "caused" any given malady, their emerging technical expertise led them to offer a model representation of the afflicted organ.

As with so many other branches of civilized study, this field reached its first great level of development during the Greek period, and in

particular, under Aristotle. As a practical man driven to assemble fundamental facts, Aristotle wholeheartedly plunged into the wonders of zoological structures, noting similarities and differences among the numerous animal forms he studied, and laying the foundation for an emerging scheme of theory about the increasing perfection that he interpreted ranging from lower to higher animals. He continued to research structural development, particularly in animals, paying special attention to this notion of progress from embryo to "perfect" form. Unfortunately, however, Aristotle's works on human anatomy have been lost.

## PERSONNEL UPDATE

### Workers Compensation

An employee who is injured on the job or sustains a job related illness should **immediately** report to the Student and Employee Health Office (address below). The Student and Employee Health Office Hours are 8:00 a.m. - 7:00 p.m., Monday through Thursday and, 8:00 a.m. - 4:30 p.m. on Friday. If an injury occurs when the Student and Employee Health Office is closed, the employee must report to the University of Maryland Hospital Emergency Room. In this case, the employee is to report to the Student and Employee Health Office on the next working day (e.g. accident occurs on Monday evening - report to Student and Employee Health on Tuesday, accident occurs on weekend - report to Student and Employee Health on Monday) with the **First Report of Injury COMPLETED AND SIGNED BY YOUR SUPERVISOR.**

Failure to follow the above procedure may result in the delay of payment for medical expenses and/or jeopardize the proper leave status for your work injury.

**TELEPHONE #:** 328-6466 or 328-5140

**ADDRESS:** Student and Employee Health  
419 W. Redwood St.  
Suite 160  
Professional Building  
Baltimore, MD 21201

### Health Insurance

Even though this has not been the best of years and there were a lot of problems with open enrollment, the State Department of Personnel has assured the University that 90% of all state employees will have correct coverage on pay stubs of February 16. Since we are talking about 80,000 people, perhaps that isn't too bad unless you happen to be one of the people with a problem.

As a reminder to employees with first time insurance coverage, it is suggested that insurance not be used until a deduction appears on your pay stub. It usually takes two pay periods to process health insurance applications. If there should be an emergency situation during the processing period, coverage can be resolved by contacting the Office of Personnel and making arrangements to pay back premiums.

All health insurance expires with the final pay check.

### State Retirement System

Employees are reminded that if they need a leave of absence or take leave without pay that a form must be filed in advance with the system so that the death benefit remains intact.

We have been asked to also remind any employee contemplating retirement in the near future to be sure and file the "Estimate of Service Benefits Form" as the first step in the procedure. This normally requires 3 months to process.

### Benefits Forum

I would like to have some feedback from the staff on a proposed benefits forum. This would be held monthly or quarterly by the Office of Personnel and would probably use the brown bag luncheon format. Individual employees would have an opportunity to attend and ask questions and/or obtain information about benefits of concern to them.

On the same subject, is there any interest in having a benefits update orientation for staff? We could have someone come in and have a brown bag for the whole staff.

### Sick Leave for Immediate Family

There seems to be some confusion about the use of an employee's sick leave for illness of a family member. Please review University policy which was established in response to legislation enacted in 1988.

1. Leave for a family member's illness should be requested in the same manner as other types of leave is requested.
2. Requests for leave for family member's illness should be because the illness necessitates the absence of the employee to provide direct care and/or support.
3. This kind of leave **may not** be used for medical appointments for family members.
4. Leave used will be deducted from employee's leave balances and a **sick leave frequency be recorded.**
5. Medical certification of illness of family member is required for illness of three consecutive work days.
6. Fifteen days is the maximum amount of sick leave which may be charged against sick leave in any 12 month period.

**Note:** Leave should be recorded on time sheets as "Other Leave Used" with 05 code.

### ACQUISITIONS/SERIALS

#### Heat Wave! Heat Wave!

If we look like we are melting down into small puddles on the ground floor, it may be due to the localized heat wave in the building. Some of us are wishing for a nice 3-day snowstorm... In spite of the heat, we are continuing to churn out an amazing amount of work -- more books are coming in than in the last 2 years, continuing work on SC350, paying bills, even double bindery shipments!!

We have a 6-month in temp working in ACQ/SERIALS. Lynn Gordon is her name. She will be sorting the mail,

unpacking books, and processing books.

We regret to inform you that the link between SC350 & LS2K is once again jammed up. There is another record with garage characters in it somewhere which the system cannot read and doesn't know what to do with, so everything just sits there. This time it should not take so long to correct since we know what the problem is and how to fix it. We have already mailed a copy of the file to OCLC and they are editing it. We are continuing to check in and bind as usual, even though you won't see it reflected in LS2K until this problem is fixed. If you need to know what the latest issue is, please call us, we will be glad to help you.

### CATALOGING

Cataloging is being inundated with new acquisitions, but we are determined to keep our heads above water. And along with the increased workload, staff members have been engaged in learning to use the Macintosh and in withdrawing lost books from the numerous lists distributed by Circulation.

However, Emily did manage to squeeze in time to attend ~~the~~ Associates, Paraprofessional, and Library Support Staff (MAPSS) meeting held at Catonsville Community College on January 18, 1990. At this meeting, APLSS, a division of the Maryland Library Association, discussed the job duties of Circulation, Reference, and Technical Services and their interrelatedness. Four demonstrations of the technology at Catonsville Community College were given.

### ILL LENDING

After our relaxing holiday, we returned in January to quickly review our 1989/90 goals and put our priorities in order for the new year.

Our very first efforts are being placed on raising our filled rate to 75%. In January we had 505 requests that we were unable to fill. The largest unfilled category is "title not owned" with 233, the second is 121 for requesting "free material" and the third is 44 "not found" on the shelf. Many of our users don't check our holdings before submitting their requests.

As you know the Facsimile is heavily used by the Interlibrary Loan Department. After the requests are transmitted by the Circulation Staff, the original copies are held for a few days, then returned to the ILL Department. Out of this new procedure that started in November, 1989, we will be creating our very own HSL

users Telefacsimile Directory for our staffs' convenience. This to be updated each month in the Macintosh.

Our interagency agreement between the Department of Health and Mental Hygiene General Services Administration and UMAB has finally been signed and ready for 29 new readers to use our many services. This will involve Interlibrary Loan Lending, Circulation, and Reference.

### ILL BORROWING

Gloria attended the MAILL meeting held at the McKeldin Library, College Park on January 24, 1990. Representatives from Information Store, Dynamic Information and Information On Demand were there to discuss their products and services. The meeting ended with lunch and a tour of the library.

### RML

Welcome Jean Pugh Shipman.

The staff of the Regional Medical Library Services is pleased to announce that Jean Pugh Shipman has accepted the position of Resource Sharing Coordinator with the RMLS effective February 5. With Jean's arrival the RML is again operating at full staff!

Jean comes to the RMLS from Greater Baltimore Medical Center (GBMC) where she was Library and Audiovisual Services Manager. Prior to her position with GBMC, Jean was with the Welch Medical Library at Johns Hopkins University from 1980 until 1988. She began with Welch as a reference librarian. She was promoted in 1982 to Access Librarian and again in 1984 to Psychiatry/Neurosciences Library Supervisor.

Jean is an active member of several professional library associations. She currently belongs to the Public Services Section and the Medical Informatics Section of the Medical Library Association and serves on the program committee of the Mid-Atlantic Chapter. She has served as chair of the Governmental Relations Committee of MAC MLA and thus represented the Mid-Atlantic Chapter as ex-officio to MLA. Jean is Vice President and program chair of the Maryland Association of Health Sciences Librarians and Vice Chairperson of Programs of the Maryland Online Users Group.

The RMLS is delighted to have Jean on staff and we hope you will help make her welcome.

## INFORMATION SERVICES

### Tag Team Teaching in the HSL?!!!!

Yes, as odd as it may seem, there have been sightings of Hulk Lansing, Don the Giant, Rowdy Janet Lamki and various other colorful instructors running from microlab to Historical Room, sharing transparencies, trading teaching partners. They're doing what it takes during this very busy time of the year.

What we've been up to:

Mary Ann has made great strides with the Dental School which is now requiring "labs" that Janet and Debbie will be teaching in the DTAL.

Patty's graduate nursing classes are so highly regarded that students from Montgomery County have volunteered to come here for a class.

Sandy and Patty did a special session of Procite for the secretaries across the campus.

And speaking of special sessions, Information Services was pleased to have an opportunity to talk about Grateful Med and Procite to members of the HSL staff.

Phyl went to Philadelphia to participate in a bibliographic instruction session for the PARLIE (Philadelphia Area Reference Librarians Information Exchange). This session, which Phyl presented with some of our colleagues from Eisenhower, was a repeat of a presentation done at last year's ACRL meeting.

Pam is hard at work organizing (or attempting to organize) all the thousands (okay so it's only hundreds) of slides that have accumulated in the department over the years.

Don, Diane, and Paula have been hard at work getting the Micromedex system up and operational. Micromedex is a drug database that will be available on CD-ROM in the reference area. At the same time, the HSL and IRMD are working to bring up an online version of the system so that people will also be able to dial into it. As soon as we figure out what's going on with the system, Information Services will do an informational session for the HSL staff.

## CIRCULATION

The Circulation Department is now almost fully-staffed. Verletta joined the Evening Staff in October, and Lynette came in November to get all of us in shape.

Miss Lee, however, decided to leave us all in quest of a better life! We do miss her, but we did have fun taking part in her retirement festivities.

Angie and Peggy have done a great job in getting reserve requests for the spring term processed. This is usually a hectic time in Course Reserve, but they have diligently completed all requests submitted.

Wayne and his team along with the Evening/week-end staff have done a tremendous job in keeping the stacks tamed. A change in sorting procedures has also helped expedite shelving and has made it easier to locate books. The books in the pre-sorting shelves on the second floor are now kept in strict call number order and are then transferred to trucks for shelving.

The Apple computer in Circulation has been getting a work-out. Some of us have been learning its ins and outs, which we find very challenging but yet fun to use.

Wayne attended a workshop at Catonsville Community College in mid January, which focused on interdepartmental relationships and the DOBIS system, the College's circulation system. Peggy, Noreen, Lynette and Loie were at UMBC the last day of January learning how to deal with difficult patrons! Both workshops were well worth the time and effort, and we especially recommend the latter to those who deal with the public. You notice, of course, our smiles when we greet our patrons? This is not only a USER friendly library, but a STAFF friendly one as well!

#### HSL STAFF ASSOCIATION

Has your secret buddy been treating you well? Mine has, and I have been looking forward to each day for a surprise!

The Brown Bag Committee SECRET BUDDY has, by all accounts, been greeted with great enthusiasm and is a big success. This activity is only one of many that STAFFASSO plans for the year.

The Social Committee met in January and prepared the calendar of events for 1990. In addition to a "Surprise" event planned for Valentine's Day, a Staff picnic for staff, family and friends, an Orioles Bullpen Party, a Halloween "surprise", and Christmas activities are on the agenda. Also, we are investigating off-site activities such as half day to day trips in and around the great city of Baltimore.

The Membership Committee held its first meeting in

February. Plans are currently under way for the 1990-1991 Membership Drive. We are happy to announce that Acting Director Diana Cunningham has joined the Association; Diana has been trying to become a member for almost a year. The Membership Committee had to put on its track shoes to finally corner her. We understand in her case; she has been deluged in the past year and she has been wearing so many "hats" that time is of a premium to her. Way to go, Diana!

Other new members include Debbie, Don, Wayne, Lynette, and Jean. Our total membership now numbers 31, and we would like to see more - as the saying goes, "the more, the merrier"! Just think of all the fun we are having!