


UNIVERSITY OF MARYLAND
HEALTH SCIENCES LIBRARY
111 SOUTH GREENE STREET
BALTIMORE, MARYLAND 21201

SCHOOLS OF
DENTISTRY
MEDICINE
NURSING
PHARMACY
SOCIAL WORK

M E M O R A N D U M

November 4, 1980

TO: Library Staff

FROM: Pat Knudsen 

RE: Annual Reports

The 1979/80 Annual Reports for each department are enclosed. A summary compilation which is under preparation will be distributed to all departments.

Annual Report
Fiscal Year 1979-1980

The Cataloging Department of the Health Sciences Library has as its chief responsibilities the following: the cataloging (copy and original) of all monographic materials exceeding thirty pages; organization and maintenance of the card catalog and shelflist; editing of the OCLC Accessions List from which the Library prepares an acquisitions list informing patrons of newly processed materials; the transfer of monographic materials to new locations; and cooperation with other Library departments for solutions to enhance and facilitate the use of the card catalog.

At the beginning of the fiscal year the staff consisted of two professional librarians and four paraprofessional staff members. In August an additional professional librarian with very limited cataloging experience joined the staff. From mid-April until the end of this reporting period an experienced cataloging librarian worked temporarily, primarily cataloging monographs with shared cataloging copy. Although the Head of the Department and the Senior Cataloger spent considerable time in orientating her to the Library's policies and in revising her work, she was of immense help in reducing the backlog of non-DLC cataloging copy.

The Library participates in the OCLC on-line catalog through the CAPCON Network and has advantage of all the cataloging services that OCLC provides its member libraries, including access to LC cataloging copy and shared cataloging input; card production services; accessions list of cataloging input; cataloging workshops, manuals, and advice; and archival tapes of the Library's holdings input to date.

In its second year with OCLC, the staff is now proficient and familiar with the system, and this has been reflected in increased productivity and greater facility in cataloging original and difficult materials. Statistics for the current period along with statistics for the previous fiscal period are listed below:

CATALOGING STATISTICS

Table I

	1978-1979		1979-1980	
	Titles	Volumes	Titles	Volumes
OCLC and/or LC	3100	3817	4581	5497
Original Cataloging	205	245	437	538
Total	3305	4062	5018	6035
Recataloging	331	497	489	680
Withdrawals	257	593	123	193

Table II Reference Service

	1978-1979			1979-1980		
	<u>General</u>	<u>Extensive</u>	<u>Total</u>	<u>General</u>	<u>Quick</u>	<u>Extensive</u>
Per phone	66	11	77	42	26	16
In-person	95	15	110	45	62	16

In last year's annual report mention was made of the expanding role of the support staff in cataloging operations. I am proud and happy to report one year later that this has continued, and the paraprofessional staff are performing impressively and efficiently many functions once performed solely by the professional catalogers. These include preparing catalog records for added copies, added volumes or issues of serials, book sets and variant editions; cataloging materials with LC cataloging data; establishing authority records for both subjects and names which are new to our library files but which have been used or authorized by LC; correcting discrepancies or errors in cataloging; alphabetizing and filing catalog cards in the public catalog; filing cards permanently in the shelflist and maintaining the shelflist; and revising and routing processed books. This overall change has benefitted both the Library and the employee.

This has given the professional staff more time to concentrate on the materials requiring more complex decisions; more opportunity to attend professional meetings, workshops, etc.; more time to study methods for the overall improvement of the Department; and a greater chance to keep abreast of the vast and ever-changing world of automated cataloging.

Perhaps the major event of this fiscal period was the move to the lower floor where the other technical services departments are located. Although not without some great inconveniences (greater distance from the card catalog; smaller working area causing the inability to house some cataloging tools in the Department; and poorly situated lighting), the new location did not deter the staff from making significant progress in reducing the backlog and keeping up with books being currently received. This is best reflected in the addition of an extra section to the "New Books Shelf" and the increased size of the Accessions List received from OCLC.

On December 6, 1979, Margaret Feng and Margaret Jones attended a workshop sponsored by the CAPCON Network and held in College Park, Maryland, entitled "Closing the Catalog: Immediate Issues and Short-range Planning", and on May 1-3, 1980, all three professional catalogers attended the annual meeting of the Health Science OCLC Users Group, held in Richmond, Virginia, and hosted by the Virginia Commonwealth University. Both meetings were pragmatically oriented and also provided an opportunity for interaction with librarians who have day-to-day contact with cataloging in all its phases.

This report is being concluded with no mention of future goals, for the writer has a new assignment as Historical and Special Collections Librarian.

Respectfully submitted,

Margaret M. Jones
Margaret M. Jones

paa

PERIODICALS DEPARTMENT

ANNUAL REPORT

1 JULY 1979 -- 30 JUNE 1980

STAFF CHANGES

Mr. Listfeldt retired on December 21, 1979, after 19 years with the Health Sciences Library as Serials Reference Librarian and Head of the Serials Department.

Nada Nassar and Debbie H. Reilly were hired on six months' temporary appointments on June 25, 1979 to do computer coding for the PHILSOM conversion project. Debbie transferred to the School of Social Work reading room after four months, and Nada was re-hired for an additional six months.

Susan Cunha Cheesman worked for 3 months (May 28 to August 31) doing an inventory of the periodical holdings.

Marcia E. Adams was hired as a typist for the spine relabeling project from April 1979 to April 1980.

DEPARTMENTAL HIGHLIGHTS FOR THE YEAR

On July 1, 1979, the new policy of non-circulation of all journals and periodicals went into effect.

The PHILSOM conversion project continued on from the previous year. By August 20, 1979 all the inverted titles had been coded to their direct entry form, except for a few snags. By the end of 1979 all the other titles had been coded except for the usual snags, thanks to the added efforts of Miss Nassar and Mrs. Reilly. This accelerated effort on our part created a backlog of 1,250 unprocessed coding forms held by PHILSOM Headquarters in New York. In February the backlog situation was brought to their attention with

2.

the urgent request that they process the entire lot by June, our target date for the periodicals re-shelving project in the stacks. Fortunately, Headquarters was able to meet this request except for approximately 100 titles which turned out to be bibliographic problems, title splits, and titles which for unknown reasons had never been entered in the Kardex records. We are making efforts to get all these remaining titles and holdings entered into the PHILSOM record.

In February, as a prelude to the periodicals re-shelving project, the number of current periodicals on display in the reading room was reduced by 248 titles by moving them to the stacks. Titles of probable low patron browsing interest were chosen, and this policy of improved reading room selection for new titles will be continued in the future. The annotation ALL HOLDINGS SHELVED IN STACKS in the PHILSOM printout will alert the patrons to the location of these current issues.

Early in the fiscal year we sold 102 cartons full of duplicate bound and unbound journals to Kraus Periodicals and Walter J. Johnson, Inc., for \$4,332.22. In April 1980 we donated 10 cartons of duplicates to the East Tennessee State University Medical Library.

In September the Periodicals Department moved from its temporary location in the former Audiovisuals Department to its permanent, renovated space on the north side. New equipment was provided, including a microfiche reader and two IBM Selectric typewriters, and 4 new desks and chairs were provided for us. The old audiovisuals collection was dispersed and the space was incorporated into the ground floor stacks area after walls were torn down and the necessary renovations were completed.

In order to eliminate needless work, several changes were made in the

department. In January we discontinued the daily count of individual pieces of mail handled in the department, as well as the number of claims sent. In February, we stopped using the black arrow stamp to mark the entry on all journal issues. Now, the arrow is used with red ink only on those journal issues where the correct entry would be unclear for the shelvees. We find that nearly all journal issues can now be shelved exactly as the title appears on the covers, making it unnecessary to use the red arrow or to write anything extra on the cover. Also in February we discontinued the accessioning of bound periodical volumes.

In March, a simple and efficient new system was put into effect which informs the Periodicals Department that a patron wants to use a journal volume as soon as it has been returned from the bindery. A pink notification slip is filled out by the patron at the Circulation desk and is clipped to the bindery record at the binding clerk's desk in Periodicals.

The old TBC (To Be Considered) collection was eliminated in May by making decisions on each title whether to add to the regular collection via PHILSOM, to discard, route to the staff, or give to the School of Social Work and Community Planning's reading room. A couple of titles were placed in the staff room.

Also in May a new policy was instituted regarding claims for missing issues. We now place only two claims with the vendor. If they are unsuccessful, we then try to purchase the missing issues.

The final major highlight of the year was the beginning of the periodicals shifting and relabeling project. Early in June a notice was placed in Happenings advising the university population that the Health Sciences Library would be rearranging the order of journal titles in the reading room and in the stacks,

4.

and that the resulting arrangement would conform to the standard citation form as a greater convenience for library patrons. The reading room journals were shifted the week of June 16. The stacks move began on Monday, June 23 and was completed on Saturday, June 19. Most of the staff members of HSL participated in one way or another in the undertaking. The crucial task of computing the exact location of the beginning of each letter on the 5,022 shelves was done earlier by Mr. Feng. This pre-determination made it possible for two or three teams to re-shelve the journals at different places at the same time, greatly speeding up the process. All the shelves were cleaned, and expansion space was provided on each one. As soon as an area was re-shelved, the re-labeling teams went into action to fasten the pre-typed changed titles (for roughly 1/3 of the collection) onto the volumes affected as quickly as possible. Unfortunately, the supply of clear plastic label protectors ordered for the project was partially defective. After the good label protectors were used up, the remaining title labels were glued onto the spines. Ample publicity in the form of posters and signs alerted the patrons to the changes in progress, and the entire project was completed with a minimum of confusion and disruption in library services.

During the fiscal year, planning continued on the University of Maryland integrated automation project. I attended several meetings of the Serials Sub-section for the purpose of contributing to the overall Request For Proposal to accomplish the goal of an on-line university-wide automated system.

GOALS FOR FISCAL YEAR 1980 - 1981

My immediate goal is to get the remaining 100-odd problem titles entered into the PHILSOM record. Another high priority is the completion of my current project of checking every volume on the shelves to make certain the title agrees with the title as it appears in PHILSOM, especially if it was an inverted title, and to provide labels for all the material kept in Princeton files except for files containing late issues awaiting binding. Another project recently started is the re-arrangement of the title strips kept in metal holders at the ends of the stack ranges. These "bamboo strips" are a great help to patrons and staff alike in locating titles and are in demand.

Another project that needs attention soon is to check the shelves for issues and volumes declared missing during our inventory which was undertaken during the coding process, and to adjust our holdings in PHILSOM accordingly.

Much work needs to be done to improve the bibliographic history for many of the PHILSOM titles. Another project to be done is to note the beginning and ending (if any) years and volume numbers in the bibliographic histories for each title, to compare them with our holdings records, and to investigate and correct all discrepancies which come to light.

Finally, it would be desirable if a long term project could be started to systematically proofread our input records against the PHILSOM printout. During the rush to get our titles and holdings coded, we were very often unable to keep up with this task, so it is possible that errors crept into the PHILSOM records undetected.

Respectfully submitted,



Robert L. Hadlock
Manager of the Periodicals Collection

PERIODICALS DEPARTMENT STATISTICS, 1 JULY 1979 - 30 JUNE 1980

1. Bound periodical volumes added by binding: 3,613
purchase: 543
gift: 8
exchange: 6
4,170
2. New subscriptions entered into PHILSOM, acquired by purchase: 35
gift: 52
exchange: 3
90
3. Title changes (not included in no. 2 above): 49
4. Withdrawals. Titles withdrawn: 27
Volumes withdrawn: 881
(Holdings were either weeded, or cataloged as books)
5. Cancellations. Active titles cancelled: 102
(Holdings were retained in the collection)
6. Audiovisual material received. (Figures supplied by the Office of
Medical Education Media Library)
Audiocassettes: 249
16 mm Microfilm: 14
Slide/tape kits: 51
(containing 4,590 slides)
Videocassettes: 113
7. Indexing and abstracting tools added: none
8. Microfiche weeded: 95 (formerly housed in Periodicals Dept.)

REPORT FROM REFERENCE SERVICES
July 15, 1980

INTRODUCTION

The Information Specialists' Department has completed another active year of public service. Although there have been many changes both within the department and throughout the library, resulting in fewer staff members and additional responsibilities, services begun in previous years have been continued and new programs have been established.

The Information Specialists' Department was moved to its new quarters on the first floor of the library. Four offices for the Information Specialist and an office housing the department secretary and computer terminal were built. Extensive renovations to the Reference area were made as well. The new space allows for better service to the public, since Information Specialists not scheduled are able to help at busy times. The area is less congested and much more pleasant for patrons and staff.

There have been many staff changes during the year that have resulted in reorganization and reevaluation. In July, Jean McVoy resigned her position as Nursing Information Specialist; in October, Wesley Taoka resigned as Pharmacy Information Specialist; and in December, Mary Listfeldt retired from her position as Reference Librarian. Betty Nies was hired as our new Pharmacy Information Specialist in August. Brenda Greene joined the staff as Geriatric Information Specialist in October in a position that was funded by an NLM grant. In June, Laurie Conway came to the library as Junior Information Specialist. Carolyn Luttrell and Marjorie Simon continue as liaisons to the Medical School and the School of Social Work and Community Planning, respectively.

Computerized literature search services continued, as did reference services, bibliographic instruction, and liaison work with the professional schools. The Information Specialists continued to assist in collection development. A major project affecting the overall operation of the department this year was an extensive evaluation, weeding, and redesigning of the reference collection.

CRABS - COMPUTERIZED REFERENCE AND BIBLIOGRAPHIC SERVICES

The CRABS office was moved to a permanent and comfortable home this year. The CRABS service continues to be a very active part of the library. The number of searches per month increased by an average of 75 over the last fiscal year. Phone-in searches have been encouraged in order to make the service more accessible to busy clinicians.

Having access to BRS has continued to prove valuable in providing inexpensive searches, and the NIMH database available on BRS has proved to be an asset to patrons interested in the mental health literature.

REFERENCE COLLECTION

During the past year, the Information Specialist have done an extensive evaluation and reorganization of the Reference collection.

Wesley Taoka and Marjorie Simon wrote a collection development policy for reference; Wesley and Mary Lisfeldt wrote a reference policy; and all of the Information Specialist collaborated on a reference procedure manual.

Because of the physical changes in the Reference area, indexes and other reference materials were arranged, and plans for the completed design have been made.

An extensive weeding of the reference collection was undertaken and completed. Also, the reference serials collection was evaluated; some of these items were sent to be cataloged and others to be shelved in the journal stacks in order to eliminate this "in limbo" collection. Part of the weeding process also involved deciding which index titles will remain in the reference area.

Two other projects undertaken this year were reorganizing both the pamphlet file and the college catalog collection into an arrangement by subject. It is hoped the current arrangement will make the files easier for patrons to use and easier for the staff to update.

CONTINUING EDUCATION AND PROFESSIONAL ACTIVITIES

The Information Specialists continue to be active in professional associations and to take advantage of continuing education opportunities.

Marjorie Simon attended a workshop on the Census; NLM and BRS Updates; the 1979 annual MARG meeting and the annual SLA meeting in Washington, D.C. She also served on the Nominating Committee of MARG and as Exhibitor Sponsors Chairperson for the 1979 MARG meeting.

Carolyn Luttrell attended two CE courses sponsored by MLA - one on Neoplasia and another on Drug Information Sources. She attended the 1979 annual MARG meeting and the 1980 annual MLA meeting in Washington, D.C. Carolyn was a member of the Publicity Committee for the MLA meeting.

Betty Nies attended the MLA-sponsored CE course on Drug Information Sources as well as NLM Advanced Online Training. She also attended a Health Planning Information Searching seminar, an Advanced Chemical Information seminar sponsored by Chemical Abstracts, and the 1980 annual MLA meeting in Washington, D.C. Betty has been co-editor of the Baltimore Chapter of SLA newsletter and contributed an article, Computerized Bibliographic Searching in Health Sciences Libraries, to the April 1980 issue.

CONTINUING EDUCATION AND PROFESSIONAL ACTIVITIES CON'D.

Susan Marleski attended the national ASIS meeting in Minneapolis and the MLA meeting in Washington, D.C. She attended the MLA-sponsored CE course on Planning:Operational and Strategic. Susan served on the Legislation Committee of MARG and as editor of the MAHSL newsletter.

GERIATRIC AHEC GRANT

In October, a new librarian, Brenda Greene, was added to the staff to fill the position of Geriatric Information Specialist that was funded by a grant the library received from the National Library of Medicine.

Although the Geriatric librarian's work is essentially independent, the Information Specialists have been involved in the project to some extent. The Information Specialists trained Ms. Greene in computerized searching. In addition, Ms. Marleski has participated in surveying the information needs of health professionals in the field of aging; planning for a newsletter; meeting with librarians and AHEC staff, etc.

SERVICES TO OFF-CAMPUS AUDIENCES.

The Information Specialists' Department provides services to people outside the UMAB campus. Usually this service involves computerized literature searching for faculty or students at other institutions, unaffiliated physicians, law firms, newspaper reporters, etc. However, this year, as in the past, our department has sponsored educational activities for public librarians, other health science librarians, and library science students.

WORKSHOP IN HEALTH SCIENCES INFORMATION RESOURCES FOR PUBLIC LIBRARIANS

Ms. Simon, Ms. Marleski, Ms. Nies, and Ms. Luttrell presented a one-day workshop to a group of public librarians in March. The program was arranged through the Maryland State Department of Education and was designed to help public librarians handle medical and health-related inquiries. In the morning, John Nicholson, one of the founders of OCLC, talked to the group about the history of that system. The Information Specialists then discussed medical reference sources and computerized literature searching. The afternoon was devoted to exercises which participants were asked to answer using resources discussed during the morning session. Participants evaluated the workshop very highly. We encouraged them to use us as a resource in the future.

PRATICUM IN HEALTH SCIENCES LIBRARIANSHIP

In the Fall, Winifred Sewell asked Wesley Taoka to work on developing a field study course in health sciences librarianship at the University of Maryland College of Library and Information Services; when Mr. Taoka resigned his position at the Health Sciences Library, Susan Marleski took over the assignment.

PRACTICUM IN HEALTH SCIENCES LIBRARIANSHIP CON'D.

A proposal for the course was written and was presented to the Curriculum Committee at College Park. The proposal was favorably received by the committee and a more complete course outline was submitted. The committee approved the field study course on a trial basis for the Spring 1980 semester. The field study in health sciences librarianship became a section of the existing LBSC 707 field study course and enrolled six students. The class met three times during the semester for one and a half hour seminar sessions and students were required to work at least 100 hours in their field placement sites. The instructor visited each student at the site once during the semester.

In addition to the work involved in developing a course proposal and outline and in teaching the seminar sessions, grading papers, etc., the project required quite a bit of time to gather together potential field study sites. Libraries and information centers had to be contacted, screened, informed about the course, etc. Students had to be matched with acceptable sites. In general, the coordinating and planning efforts were formidable.

Since the administration of the library school at College Park is undergoing change, the fate of the practicum is uncertain. However, the faculty member at the School who is responsible for the field study course had indicated that he would support continuation of the health sciences section.

NLM BASIC ONLINE TRAINING WORKSHOP

In April, Susan Marleski taught a basic MEDLINE searching workshop to ten area librarians. The course was sponsored by RML IV and was intended for new searchers or for those who do only a few searches a month.

LIAISON ACTIVITIES

SCHOOL OF MEDICINE.

Ms. Marleski and Ms. Luttrell worked together as liaisons for the School of Medicine through March, 1980. In April Ms. Marleski assumed responsibility for the School of Nursing, and Ms. Luttrell continued with Medicine. The following is a summary of activities with the School of Medicine.

In late June of 1979, letters were sent to all clinical departments and basic science departments describing library services, encouraging book and journal acquisitions, and offering tours for new residents, students and faculty members. The Department of Anesthesiology expressed interest, but the tour never materialized. In July Ms. Marleski initiated a modified clinical program with Dr. Medalie, Chief Resident in Internal Medicine. Ms. Marleski accepted telephone requests for information, executed literature searches manually or automatically, photocopied the best articles and delivered them to Dr. Medalie. This program met with temporary success.

SCHOOL OF MEDICINE CON'D.

In July Ms. Marleski and Mr. Feng met with the ENT Department to discuss the possibility of a clinical program. The department was not in favor of the idea. In July, letters and flyers were mailed to every resident describing library services. Library packets were stuffed in medical students mailboxes and nine medical students visited the library as an optional part of their campus orientation.

MEDLINE service in the Hospital was suspended in November due to the lack of significant response. The service was begun in March of 1979 and promoted for nine months. The following is a record of searches performed during this time period.

<u>MONTH</u>	<u>NO. OF SEARCHES</u>
MARCH	6
APRIL	12
MAY	5
JUNE	12
JULY	24
AUGUST	17
SEPTEMBER	10
OCTOBER	7
NOVEMBER	4

In December, Ms. Marleski and Ms. Luttrell were invited to discuss library outreach services at the Faculty Council Meeting of the School of Medicine. Each department chairman later received a summary of the library discussion part of the meeting.

Ms. Luttrell actively promoted SDI searches by running free trial SDIs for departments receiving new research grants. This proved to be a more successful way of advertising the service than sending out flyers.

In May, Ms. Luttrell met Dr. Shamoo, Chairman of the Department of Biological Chemistry to discuss computerized literature searching, photocopying for faculty members, and other library services.

In April, Dr. Irving Kessler, Chairman of the Department of Epidemiology and Preventive Medicine invited Mr. Feng and Ms. Luttrell to present a departmental seminar on "Services and Resources of the Health Sciences Library" in June. The seminar included a televised computer demonstration of relevant data bases. The department collectively prepared a list of journals and books that the library should own in the field of Epidemiology and Preventive Medicine.

In conclusion, departmental interest in the library and its collection seems to be increasing. Divisions such as Family Medicine, Primary Care and Gastroenterology have expressed an interest in library orientations for residents.

LAISION ACTIVITIES CON'D.

SCHOOL OF PHARMACY

Wesley Taoka resigned his position as Pharmacy Information Specialist in October, 1979 and was replaced by Betty Nies. Throughout the year the library, in cooperation with Winifred Sewell, D. Sc., has participated in several bibliographic instruction sessions integrated within the undergraduate pharmacy curriculum. These included a general orientation to the library and introduction to biomedical indexes and abstracts; participation in an antibiotics literature evaluation assignment in the fourth year class; and a drug handbook presentation in the basic pharmaceuticals class.

In September 1979, Pharmacology graduate students were given a tour of the library, an introduction to computer search services, and an overview of standard sources in pharmacology and biomedicine. In January 1980 the Graduate Studies and Research Committee approved a proposal for a bibliographic instruction mini-course for graduate students within the School of Pharmacy. Several programs were given to both faculty and graduate students in the departments of Medicinal Chemistry/Pharmacognosy and Pharmaceutics. These programs were favorably received and will be continued in 1980-81 with emphasis on development and implementation of a presentation for students, faculty, and staff in the Clinical Pharmacy Department.

An article on library services for the professional pharmacist appeared in the February 1980 issue of the Maryland Pharmacist, the official publication of the Maryland Pharmaceutical Association. This article, written by Betty Nies, outlined the services which the Health Sciences Library could provide to pharmacists in the state of Maryland.

Collection development continued to occupy approximately one-quarter of the Pharmacy Information Specialist's time. During the year there was a review of the reference collection with weeding and updating of the drug and pharmacology/pharmacy sections.

SCHOOL OF SOCIAL WORK AND COMMUNITY PLANNING

This past year of work with the School of Social Work and Community Planning has been challenging, frustrating and ultimately rewarding. Confusion over the fifty item reserve limit, coupled with late submission of a considerable number of reserve lists caused a wide gulf between what the Reserve Room was able to do, and the level of service expected by the faculty and students of the School of Social Work and Community Planning. New faculty members, and the subsequent development of new areas of study, underlined the problems inherent when a special library is called upon to meet the research needs of an interdisciplinary subject area. These two areas of conflict combined to create a crisis situation. Students formed a committee (S.L.A.P. - Student Library Advancement Project) and petitioned the School to appoint a Student-Faculty Library Committee.

SCHOOL OF SOCIAL WORK AND COMMUNITY PLANNING CON'D.

Formal and informal meetings were held with students and the School's administration to discuss areas of concern. Marjorie Simon, Information Specialist for the School of Social Work and Community Planning, and Beverly Gresehover, Head of Circulation/Reserve, were first guests at the meetings of the Student-Faculty Library Committee and then invited to become permanent members of the committee. Slowly, over the course of the year, a spirit of cooperation was forged and lines of communication between the library and the School of Social Work and Community Planning were improved. Increased faculty cooperation in the timely submission of reserve lists and a library handbook, written for the School of Social Work and Community Planning by Ms. Simon, were two of the tangible outcomes of the year's efforts.

Library orientations were given once again to all Social Work Research 1 classes, including the class meeting in Cumberland, Maryland. In addition, a lecture orientation was given to the new students in the doctoral program. Ms. Simon also visited the classes meeting during the summer session to answer questions about the library and describe the journal reshelving project.

One area in which the HSL collection is weak is in Community Planning, particularly in terms of retrospective material. An agreement was made with the Eisenhower Library to allow the Community Planning students user privileges for the Spring semester. A more permanent arrangement is being negotiated. In addition, Mr. Sidney Brower, a faculty member of the Community Planning component of the School of Social Work and Community Planning, proposed the possibility of the Baltimore City Department of Planning donating their library to HSL. Ms. Simon and Mr. Brower screened the Department of Planning's collection to select material to be requested for donation to HSL.

The coming year has already presented its own challenges. Because of cuts in Title 20 funding, the School of Social Work and Community Planning has lost the Position of Reading Room Librarian. The loss of this position will probably increase the pressure on the HSL's reserve collection and will make even more important the outreach activities of the Information Specialist.

SCHOOL OF NURSING

Jean McVoy resigned her position as Information Specialist to the School of Nursing at the end of July 1979. The position remained vacant until Susan Marleski agreed to resume responsibility for liaison work to the School in April.

Although the Nursing Information Specialist was officially vacant for most of the year, approximately 200 incoming undergraduate nursing students were given library tours as usual during the last week of August and the first week of September. Also, during the Fall semester, Ms. Marleski (1) attended the orientation sponsored by the Graduate

SCHOOL OF NURSING CON'D.

Nursing Student Organization for incoming graduate students; (2) gave a library tour to a group of Faculty Fellows; (3) presented a lecture of library resources to Community Health graduate students; and (4) participated in a research workshop sponsored by MIEMS by lecturing on library resources for shock-trauma nurses. During the Spring and Summer semesters, involvement with the Nursing School continued with tours for pediatric nurse practitioners and a group of visiting nursing faculty. In May, a meeting was held with the Nursing School administrators and plans were made to have the Nursing Information Specialist participate in the School's orientation program for new faculty and to attend a faculty committee meeting.

REFERENCE QUESTION STATISTICS

	<u>Telephone</u>	<u>In-person</u>
General/Directional	<u>785</u>	<u>1,832</u>
Quick Look-up	<u>2,422</u>	<u>4,125</u>
Extended/search	<u>212</u>	<u>922</u>

Total Gen/Phone 785

Total Qk/Phone 2,422

Total Ext/Phone 212

Total/Phone 3,419

Total Gen/In-per 1,832

Total Qk/In-per 4,125

Total Ext/In-per 922

Total/In-per 6,879

	FACULTY	July 1979 - June 1980 STUDENTS	PATIENT CARE	SCIENTIFIC RESEARCHERS	OTHER
D DENTAL SCHOOL 153	76	56	4	15	2
H HOSPITAL 305	6	3	77	213	6
M SCHOOL OF MEDICINE 798	387	196	64	145	6
N SCHOOL OF NURSING 200	118	262	4	8	8
O OTHER 319	17	67	7	14	214
P 87 SCHOOL OF PHARMACY	18	59	0	3	7
S SSWCP 207	23	176	1	7	0

MONTHLY STATISTICAL REPORT - GUIDELINES & DEFINITIONS

TYPE OF INSTITUTION: Circle only one code

- A = Academic
- C = Commercial/Industrial
- G = Government Agencies
- H = Hospitals (incl. govt.)
- S = Societies/Associations

SEARCHES

1. Statistics should represent completed searches for user inquiries or program needs, NOT for technical services use (acquisitions and cataloging) or interlibrary loans. Report zero statistics if no use is made; "NA" if not applicable.
2. A search is defined as one topic per database. Backfiles are not considered separate databases. For example, one topic run against MEDLINE and all backfiles is counted as one search.
3. Databases reported in Sections A & B are for retrospective or one-time only searches. Current awareness searches are reported in Section D.
4. Databases are divided in Section B primarily on a subject area basis to facilitate reporting:

Biological/Biomedical = BIOSIS, BIOCODES, Excerpta Medica, etc.
Chemical = CHEMCON, CHEMNAME, CASIS, etc.

If your institution searches specific areas extensively which are not listed in this section, please specify the areas (engineering, etc.) and the number of searches in B6.

PURPOSE

1. Direct patient care = primary care
2. Research = scientific, health, marketing, etc.
3. Institution/education = curriculum design, instruction, assignments, patient education, and other educational activities
4. Management = budgeting, planning, administration, legislation
5. Other = all other categories not specified

RML IV ONLINE NETWORK
MONTHLY STATISTICAL REPORT

ORGANIZATION: University of Md. Health Sciences Li

TYPE (Circle): A C G H S

REPORT MONTH/YEAR: July 1979 June 1980

A. RETROSPECTIVE SEARCHES ON DATABASES SUPPLIED BY NLM	
1. MEDLINE	149
2. TOXLINE, CHEMLINE	106
3. CANCERLIT, CANCERPROJ, CLINPROT	103
4. HEALTH	65
5. OTHER	63
6. TOTAL	486
B. RETROSPECTIVE SEARCHES ON DATABASES SUPPLIED BY VENDORS OTHER THAN NLM	
1. MEDLARS	1511
2. BIOLOGICAL/BIOMEDICAL	50
3. CHEMICAL	25
4. PSYCHOLOGICAL/SOCIOLOGICAL/EDUCATIONAL	313
5. BUSINESS/ECONOMICS	14
6. OTHER (Specify major areas)	76
7. TOTAL	1988
C. PURPOSE OF SEARCH	
1. DIRECT PATIENT CARE	163
2. RESEARCH	488
3. INSTRUCTIONAL/EDUCATIONAL	1577
4. MANAGEMENT	0
5. OTHER	247
6. TOTAL (C6 = A6 + B7)	2475
D. CURRENT AWARENESS (Recurring searches)	282
E. COMMENTS	

PLEASE RETURN WITHIN 10 DAYS AFTER CLOSE OF REPORTING MONTH TO:
RML IV ONLINE SERVICES COMMITTEE
NATIONAL LIBRARY OF MEDICINE
8600 ROCKVILLE PIKE
BETHESDA, MARYLAND 20014

REPORT ON PROFESSIONAL ACTIVITIES
FOR THE FISCAL YEAR

NAME SUSAN MARLESKI

LIBRARY TITLE (Cataloguer, etc.) INFORMATION SPECIALIST

PROFESSIONAL MEMBERSHIPS

MLA

ASIS

MAHSL

OFFICES AND COMMITTEES

Member of Ad-Hoc Committee on Legislation of MARG

Editor, MAHSL Newsletter

MEETINGS ATTENDED

Annual MLA in Washington, D.C. - June 1980

Annual ASIS meeting in Minneapolis - October 1979

PUBLICATIONS

CONTINUING EDUCATION COURSES

CE Course in Planning: Operational and Strategic at MLA

MISCELLANEOUS

REPORT ON PROFESSIONAL ACTIVITIES
FOR THE FISCAL YEAR

NAME *Betty Nies*

LIBRARY TITLE (Cataloguer, etc.) *Info. Spec.*

PROFESSIONAL MEMBERSHIPS

*Medical library Assoc.
Special libraries Assoc.
MAHSL*

OFFICES AND COMMITTEES

Co-editor Baltimore Chapter SLA Bulletin

MEETINGS ATTENDED

*MLA Annual Meeting
Baltimore Chapter SLA meetings*

PUBLICATIONS

*Computerized Bibliographic Searching in Health Sciences
libraries - SLA Balt. Chapt. Butt. April 1980
Library Services for the Professional Pharmacist - The Maryland
Pharmacist Feb. 1980*

CONTINUING EDUCATION COURSES

CE 10 MLA Drug Pharmaceutical Info. Resources

MISCELLANEOUS

*NLM Advanced Training
DIALOG Advanced Chemical Info. Seminar
Workshop on Health Planning Info.*

ANNUAL REPORT - GERIATRIC LEARNING RESOURCES DEVELOPMENT PROJECT.

The following report has been prepared as a statistical supplement to the Summary Progress Report which is attached.

Computerized Literature Search Statistics

Free computer searches have been offered to UMAB faculty, students and staff members as well as to health professionals from other institutions in Baltimore City. Access to the service was provided to geriatric rotation participants by the Extension Services Librarian.

Original plans to purchase a computer terminal for use at field sites were altered, however the librarian continued to construct search strategies at outreach sites as well as by telephone. The majority of requests for computer searches were received by telephone or in person at the Health Sciences Library. In addition to individual requests, the librarian performed searches on a variety of databases which were incorporated into a handout and distributed at weekly meetings of the geriatric rotation team.

Since January 1980, statistics have been kept on the computerized literature searches which were run by Extension Services. Separate statistics were kept on searches run by the Information Specialists (CRABS) beginning in March 1980. During this period 52 searches were run by Extension Services and 6 searches were run by CRABS - a total of 58 searches. Many of the searches run by Extension Services were formulated and executed with assistance from the Information Specialists. Computer services were utilized by UMAB faculty, staff and students as well as by the Task Force on Aging and staff of local hospitals and universities. The most heavily used files for aging information were Medline and the National Center of Mental Health database. Nursing and Social Work disciplines were most frequent users of this service.

JANUARY 1980

<u>Affiliate</u>	<u>Frequency</u>
Dental	
Law	
Medicine	
Nursing	
Pharmacy	
Social Work	
Team	4
Other	
<u>Total</u>	<u>4</u>

<u>Vendors</u>	
BRS	1
NLM	3
<u>Total</u>	<u>4</u>

Cost
\$20.00

<u>Files</u>	
Health	1
MeSH	2
SDIline	1
<u>Total</u>	<u>4</u>

FEBRUARY 1980

<u>Affiliate</u>	<u>Frequency</u>
Dental	1
Law	1
Medicine	
Nursing	1
Pharmacy	
Social Work	
Team	3
Other	5
<u>Total</u>	<u>11</u>

<u>Vendors</u>	
BRS	9
NLM	2
<u>Total</u>	<u>11</u>

Cost
\$16.82

<u>Files</u>	
AVline	1
MeSH	9
NCMH	1
<u>Total</u>	<u>11</u>

MARCH 1980

Affiliate	Frequency	1	2
Dental			
Law			
Medicine			1
Nursing	1		
Pharmacy			
Social Work			
Team	1		
Other			
Total	2		1
		3	

Vendors	
BRS	3
NLM	
Total	3

Cost
\$28.00

Files	
MeSH	3
Total	3

APRIL 1980

Affiliate	Frequency	1	2
Dental			
Law			
Medicine			1
Nursing	3		1
Pharmacy	1		
Social Work	6		1
Team	1		
Other	2		2
Total	13		5
		18	

Vendors	
BRS	18
NLM	
Total	18

Cost
\$99.30

Files	
MeSH	10
NCMH	6
PSYC	1
SSCI	1
Total	18

MAY 1980

<u>Affiliate</u>	<u>Frequency</u>	<u>Frequency</u>
Dental		
Law		
Medicine		
Nursing	10	
Pharmacy		
Social Work		
Team		
Other	2	
<u>Total</u>	<u>12</u>	<u>12</u>

<u>Vendors</u>	
BRS	10
NLM	2
<u>Total</u>	<u>12</u>

Cost
\$49.00

<u>Files</u>	
AVline	1
Cancerline	1
MeSH	6
NCMH	3
PSYC	1
<u>Total</u>	<u>12</u>

JUNE 1980

<u>Affiliate</u>	<u>Frequency</u>	<u>Frequency</u>
Dental		
Law		
Medicine	4	
Nursing	2	
Pharmacy		
Social Work	1	
Team		
Other	3	
<u>Total</u>	<u>10</u>	<u>10</u>

<u>Vendors</u>	
BRS	8
NLM	2
<u>Total</u>	<u>10</u>

Cost
\$32.80

<u>Files</u>	
AVline	1
MeSH	6
NCMH	2
TOXline	1
<u>Total</u>	<u>10</u>

JANUARY - JUNE 1980

Affiliate	1 Frequency	2 Frequency
Dental	1	
Law	1	
Medicine	4	2
Nursing	17	1
Pharmacy	1	
Social Work	7	1
Team	9	
Other	12	2
Total	52	6

58

Vendors		Cost
BRS	49	\$245.92
NLM	9	
Total	58	

Files	
AVline	3
Cancerline	1
Health	1
MeSH	36
NCMH	12
Psyc	2
SDIline	1
SSCI	1
TOXline	1
Total	58

Frequency ¹ - Extension Services

Frequency ² - CRABS

Reference Statistics

Statistics for questions dealing with geriatrics/gerontology have been recorded in detail since May 1980. A sample copy of the special form designed for this purpose is attached. Statistics were collected for in-person requests received at the reference desk by the Information Specialists or by the Extension Services Librarian. Statistics were also recorded for telephone requests. For the period from May through July, a total of 18 requests for information were recorded. Eight requests were received by telephone and ten were made in person. Of the latter, two were requests which terminated in literature searches. Reference services were utilized by UMAB faculty and students as well as by library and UMAB hospital staff. Additional requests came from the staff of local hospitals and long-term care institutions, university students, the Commission on Aging, the UMAB Task Force on Aging and lay persons.

MAY 1980

<u>Affiliate</u>	<u>In-Person</u>	<u>Telephone</u>
Dental		
Law		
Medicine	1	
Nursing		
Pharmacy		
Social Work	1	
Other		2
<u>Total</u>	<u>2</u>	<u>2</u>

4

<u>Status</u>	
Faculty	1
Student	2
Other	1
<u>Total</u>	<u>4</u>

<u>Purpose</u>	
Grant	
Paper/Book	1
Patient Care	
Research	1
Teaching	
Other	
<u>Total</u>	<u>2</u>

JUNE 1980

<u>Affiliate</u>	<u>In-Person</u>	<u>Telephone</u>
Dental		
Law		
Medicine		
Nursing	2	
Pharmacy		
Social Work	1	
Other	2	1
<u>Total</u>	<u>5</u>	<u>1</u>

6

<u>Status</u>	
Faculty	
Student	2
Other	4
<u>Total</u>	<u>6</u>

<u>Purpose</u>	
Grant	
Paper/Book	
Patient Care	1
Research	1
Teaching	1
Other	3
<u>Total</u>	<u>6</u>

JULY 1980

<u>Affiliate</u>	<u>In-Person</u>	<u>Telephone</u>
Dental		
Law		1
Medicine		1
Nursing		2
Pharmacy		
Social Work	3	
Other		1
<u>Total</u>	<u>3</u>	<u>5</u>

8

<u>Status</u>	
Faculty	2
Student	2
Other	3
<u>Total</u>	<u>7</u>

<u>Purpose</u>	
Grant	
Paper/Book	1
Patient Care	1
Research	3
Teaching	
Other	2
<u>Total</u>	<u>7</u>

SAMPLE REFERENCE STATISTICS FORM

REFERENCE STATISTICS:

GERIATRICS

Date: _____
Info Spec: _____
Question: _____

In Person: _____
Phone: _____ 7373 or _____ 7374

Affiliate: Dental _____
Law _____
Medicine _____
Nursing _____
Pharmacy _____
Social Work _____

Status: Faculty _____
Student _____
Other _____

Purpose: Grant _____
Paper/Book _____
Patient Care _____
Research _____
Teaching _____
Other _____

Interlibrary Loan Statistics

Interlibrary loan statistics on Geriatric AHEC requests were recorded from March through May 1980. The following institutions were involved in Interlibrary Loan transactions: Alleghany Community College (Cumberland); Carroll County Public Library; Howard County Public Library; the National Library of Medicine; No. Illinois University (Northeastern); Enoch Pratt Public Library; St. Agnes Hospital and UMBC. A total of 45 transactions took place - 12 borrows and 33 loans which included books as well as journal articles.

MARCH 1980

<u>Item</u>	<u>Borrowed</u>	<u>Loaned</u>	<u>Total Items</u>
Books	<u>7</u>	<u>13</u>	<u>20</u>
Journals		<u>7</u>	<u>7</u>
Total			<u>27</u>

APRIL 1980

<u>Item</u>	<u>Borrowed</u>	<u>Loaned</u>	<u>Total Items</u>
Books	<u>1</u>	<u>8</u>	<u>9</u>
Journals	<u>4</u>	<u>4</u>	<u>8</u>
Total			<u>17</u>

MAY 1980

<u>Item</u>	<u>Borrowed</u>	<u>Loaned</u>	<u>Total Items</u>
Books			<u>0</u>
Journals		<u>1</u>	<u>1</u>
Total			<u>1</u>

MARCH - MAY 1980

<u>Item</u>	<u>Borrowed</u>	<u>Loaned</u>	<u>Total Items</u>
Books	<u>8</u>	<u>21</u>	<u>29</u>
Journals	<u>4</u>	<u>12</u>	<u>16</u>
Total			<u>45</u>

Audiovisual Statistics

Audiovisual statistics are recorded at the Hospital Media Library and managed by the Office of Medical Education.

SECTION IV—SUMMARY PROGRESS REPORT

1 G08 LM 03257-01

PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR (Last, First, Initial)

Feng Cyril C.H.

PERIOD COVERED BY THIS REPORT

FROM

THROUGH

NAME OF ORGANIZATION

University of Maryland Health Sciences Library

9/1/79

8/31/80

TITLE (Repeat title shown in Item 1 on first page)

Geriatric Learning Resources Development

1. List publications: (a) published and not previously reported; (b) in press. Provide five reprints if not previously submitted.
2. List all additions and deletions in professional personnel and any changes in effort.
3. Progress Report. (See Instructions)

1A) Overall Objectives of Project

The purpose of the geriatrics learning resources development project as originally stated was two-fold: (1) to improve the quality of continuing health education in geriatrics through the mechanism of community hospital libraries, and (2) to create a model of interprofessional information outreach about a specific subject (geriatrics) which could ultimately be incorporated into the Area Health Education Center operational system within the state of Maryland. The Health Sciences Library proposed to establish a state-wide geriatric/gerontological outreach information system with a network center at the library. The information system would serve to (1) improve library resources in Maryland, particularly in the area of aging; (2) improve and stimulate continuing education for health professionals through the modality of information transfer; and (3) create a consumer health education system for the elderly.

1B) Goals Set for the Current Year

The following goals were identified as the current year's activities: (1) identification of participating institutions; (2) determination of the information needs of health professionals in the field of aging; (3) selection/acquisition of print and non-print materials in geriatrics/gerontology for the Health Sciences Library collections and other University of Maryland campus resource centers; (4) creation of library consortium; (5) design and implementation of outreach programs to the AHEC sites; (6) provision of current awareness services to regional health personnel; (7) development of training and consultation program for AHEC sites.

2) Studies and Results

The balance of the first year's activities were devoted to preparing the resources of the geriatric information program's network center which is based at the Health Science Library. These preparations included the recruitment and training of an Outreach Librarian who concentrated her energies on developing computerized literature searching and reference skills. Practical training was supplemented by attendance at two full day computer information retrieval workshops and a single day session on reference materials and procedures. Assistance with computer searching and reference services was provided by five Information Specialists. One of the Information Specialists was identified as a major support to the aging program. She contributed to planning and administrative decisions, participated in campus seminars and off-site visits, and provided reference and computer services. The Outreach Librarian identified and completed several projects in anticipation of launching an aggressive outreach aging information network program known as MAX - Maryland Aging Exchange. Among these projects were the development of materials to be incorporated into an aging information package for distribution to students, faculty and unaffiliated health professionals. Materials developed by the Outreach Librarian included a Health Sciences Library holdings list of periodicals in the field of aging; an annotated list of core geriatric/gerontological materials such as indexes, abstracts, government publications, texts, bibliographies, etc.; an audiovisual holdings list of geriatric materials; discipli

specific computerized literature searches; and information regarding specific library policies and procedures.

In addition to identifying in-house resources on aging, the Outreach Librarian surveyed local community, state and federal resources for information to be incorporated into the packet. Preparation for an outreach program also required the design and development of a public relations brochure which described the services available through the Library's MAX - Maryland Aging Exchange information program network. The brochure will be available for distribution in conjunction with the official commencement date (July 1, 1980) for operation of three new geriatric AHEC rotation sites.

Original plans for clinical/circuit rider librarian support to each AHEC rotation site were modified in response to changes in site operation schedules, space constraints and available funding. Funds have not been available in the current year for a computer terminal, development of a document delivery system utilizing telefacsimile transfer, and initiation of a courier service. Difficulties encountered in initial attempts to identify AHEC sites and key personnel in early stages of AHEC Program operation, accounted for some disruption and alteration to the original program plan. The Outreach Librarian provided services in accordance with varying levels of need for each site in order to demonstrate the intent and viability of the proposed information network. In each case the Health Sciences Library initiated a site visit to demonstrate a desire and ability to provide information services. Key services included computerized literature searches, document and audiovisual delivery, orientations, consultations, holdings lists, and telephone and mail reference services. Support was also provided to AHEC programs urban and geriatric as well as to a remote AHEC site in Cumberland. Subsequent requests for assistance and services have originated at each AHEC and have been promptly responded to by the library. In one case an active clinical/circuit rider librarian model was established (January 1, 1980) at the Harbor Health Center, an affiliate of the John L. Deaton Center. The Harbor Health Care Center became the spearhead of the AHEC effort to demonstrate a unique multidisciplinary interprofessional approach to geriatric/gerontological education. The program participants represented each of the professional schools which include Dentistry, Law, Medicine, Nursing, Pharmacy and Social Work and Community Planning. The program was designed with an educational component, to expose students to clinical practice. The educational component was presented in a weekly didactic session and through assigned readings. The Outreach Librarian supported the educational component by participating in this weekly session and by providing audiovisual materials, bibliographies, instruction and other services. In this case, the successful provision of library services was ground in the Outreach Librarian's ability to establish a strong rapport with students and faculty members. The importance of such a relationship to the provision of services was demonstrated repeatedly in the absence of a viable channel of communication with AHEC's administrative groups. A concerted effort on the part of the librarian to anticipate and fulfill information needs served to clarify the role of a librarian as a valuable asset to the geriatric team. Acceptance and understanding of this role by the health professionals was indicated by subsequent requests for similar services to support other AHEC programs. AHEC faculty and students were altered to a wide variety of available library tools and services. Services included manual and computerized literature searches, document delivery of print and non-print materials, instruction in the use of specific materials, provision of current awareness services.

A questionnaire was distributed to faculty and students from the Schools of Dentistry, Law, Medicine, Nursing, Pharmacy, and Social Work and Community Planning participating in geriatric rotation at the model AHEC site in order to evaluate the effectiveness of the outreach program. The results of the survey were tabulated and analyzed by the Office of Medical Education. The results showed that the Outreach Librarian had a significant impact on the availability of learning resources to faculty and students.

Feng, Cyril C.H.

University of Maryland Health Sciences Library

From: 9/1/79 Through: 8/31/80

In the course of identifying potential outreach sites, contact was made with Baltimore community hospitals including the Levindale Hebrew Geriatric Center and Hospital, Lutheran Hospital, Mercy Hospital, and Baltimore County General Hospital. A variety of services were initiated in accordance with site needs including: site visits; consultation services; free geriatric computer searches; document delivery; and provision of Health Sciences Library holding lists of journals, books and audiovisuals.

Other off-campus activities for the librarian included a slide presentation on geriatric/gerontological information resources as part of a continuing education series for nurse educators. Attendees received information packages and were advised of procedures for accessing the Health Sciences Library collection. The exposure gained by such activities caused an increase in demand for services. For example, reference services were requested by the Office of the Attorney General's Medicaid Fraud Unit, and the National Institute on Aging's Gerontology Research Center established a formal account with the library. As the network continued to expand, requests for interlibrary loan of audiovisual materials greatly increased the hospital media librarian's responsibilities of processing and managing the media collection.

The librarian conducted outreach activities on campus as well. Activities included: classroom presentations; provision of library services to student/faculty special interest groups and programs in consumer education, nursing, pharmacy. Announcements of aging information services were disseminated through campus publications and sent individually to directors of continuing education programs, deans of the six professional schools, and to recipients of grant awards for research in aging. Other methods for information dissemination were created by the Information Specialist and Outreach Librarian including a newsletter to be distributed statewide, and announcement boards stationed at AHEC sites. These tools generated requests for assistance in preparation for lectures, workshops and publication. The librarian maintained a high profile by attending campus seminars on aging related topics and by proposing library participation in the University's Task Force on Aging Educational Subcommittee meetings. The Information Specialist attended and reported on these meetings as well as campus seminars on aging topics.

To develop expertise in the field of aging, the Outreach Librarian attended the annual meeting of the Gerontological Society for geriatric/gerontological information resources. The librarian and Information Specialist visited or contacted aging resource centers for assistance with collection development and program planning. These centers included: National Institutes on Aging; National Council on Aging, Andrus Gerontology Center; Administration on Aging, Maryland Office on Aging; American Geriatrics Society; Social Security Library; National Gerontology Resource Center and the National Library of Medicine; and a variety of educational institutions with aging programs. Consultation with these groups influenced the development of the library's and departmental book and journal collections. Recommendations for audiovisual materials in aging, to be acquired with special grant funds, were supplied to the schools of Dentistry, Nursing and Pharmacy.

The Outreach Librarian expanded her assessment of information needs in the field of aging by conducting a survey of 300 Maryland professionals in aging related fields. This group included clinicians, nurses, allied health personnel, social services personnel, long term care facility administrators and managers of federal, state and local community programs. The survey pool was culled from membership lists of medical societies, directories of administrators of aging programs and facilities, rosters of participants in continuing education workshops, and individual suggestions solicited from AHEC faculty and staff. One hundred and thirty representatives of all the disciplines polled, responded to the survey. The questionnaire results were tabulated and analyzed by the Office of Medical Education.

Feng, Cyril C.H.

University of Maryland Health Sciences Library

From: 9/1/79 Through: 8/31/80

The results (survey appended) indicate that 88 per cent of the respondents rely on professional literature as their major source of information in the field of aging. This was followed by professional meetings, continuing education courses, and audiovisual materials. The other sources cited were other professionals in the field, laws and regulations, newsletters, flyers and publications, local and state agencies, national organizations, legal case reports, and training workshops and seminars. Thirty-four respondents indicated they have major problems gaining access to aging information. The most frequent complaint is that there are limited sources of information in their geographic area. Survey responses indicate that the goals and activities proposed for the second year of the project will truly provide needed services to professionals in aging-related fields.

3) Goals for the Coming Year

Year Two activities will include programs and services initiated in Year One. The clinical/circuit rider librarian services will be expanded to meet the growing demands of new AHEC rotation sites. Extension of library services to community hospitals will be continued and evaluation of collections will be conducted when appropriate. Promotion of consortium development, such as the remote AHEC site in Cumberland, will be pursued. Production of the MAX Newsletter to address major areas of need identified by the survey will be continued. Collection development will be continued to assure the development of a comprehensive multidisciplinary geriatric resource collection at the Health Sciences Library.

We anticipate initiating a geriatric consumer health education program in cooperation with the public library system.

A second survey will be conducted to measure the level of impact of the outreach service program on the original survey pool.

Procedure will be established to insure continuation of the programs at the conclusion of the project. We anticipate that the cost of maintaining and continuing this project to be absorbed by the Health Sciences Library and the AHEC budget once federal funding ceases. Excluding the survey administered to the Harbor Health Care Center team, steps in evaluating this project have thus far been accomplished in an informal and subjectively based method. Evaluation of this project's impact on levels of utilization of materials and demand for services will be difficult to estimate independently since demands are generated by geriatric AHEC program operations. Statistics are being collected for interlibrary loan, computer searches, reference requests, and utilization of audiovisual materials.

Articles will be prepared for publication which describe the activities and results of the project.

"The undersigned agrees to accept responsibility for the technical conduct of the resource project and for provision of required progress reports if a grant is awarded as a result of this application."

 Date

 Principal Investigator

INFORMATION NEEDS OF HEALTH PROFESSIONALS IN THE FIELD OF AGING

FIELD OR SPECIALTY:

STATUS: Faculty _____
 Student _____
 Professional Title _____

PLEASE CIRCLE THE MOST APPROPRIATE ANSWER. SELDOM = LESS THAN ONCE IN SIX MONTHS
REGULARLY = ONCE A MONTH TO ONCE IN SIX MONTHS
OFTEN = MORE THAN ONCE A MONTH

1. How often do you use the following sources to obtain information in the field of aging? Total

	50	61	13	2	126
Professional Literature (books, journals, etc.)	OFTEN	REGULARLY	SELDOM	NEVER	
	11	48	45	18	122
Continuing Education Courses	OFTEN	REGULARLY	SELDOM	NEVER	
	21	62	37	6	126
Professional Meetings	OFTEN	REGULARLY	SELDOM	NEVER	
	7	33	59	17	116
Audio-visual Materials	OFTEN	REGULARLY	SELDOM	NEVER	
	4	7	0	0	11
Other (Please specify)	OFTEN	REGULARLY	SELDOM	NEVER	

2. How often do you need to go outside the literature in your own field (i.e. nursing, medicine, social work, etc.) to find information in the field of aging?

	26	49	39	7	121
	OFTEN	REGULARLY	SELDOM	NEVER	

3. How often do you find that journals in your field supply literature necessary to your interests in aging?

	25	60	36	2	123
	OFTEN	REGULARLY	SELDOM	NEVER	

4. How often do you use the following journals as sources of information in aging?

<u>Geriatrics</u>	7	33	43	34	117
	OFTEN	REGULARLY	SELDOM	NEVER	
<u>Gerontologist</u>	18	25	35	34	112
	OFTEN	REGULARLY	SELDOM	NEVER	
<u>Gerontology</u>	7	23	40	36	106
	OFTEN	REGULARLY	SELDOM	NEVER	
<u>Journal of the American Geriatrics Society</u>	7	23	37	45	112
	OFTEN	REGULARLY	SELDOM	NEVER	
<u>Journal of Gerontology</u>	16	34	33	36	119
	OFTEN	REGULARLY	SELDOM	NEVER	

5. Which two journals in the field of aging would you say prove most consistently valuable?

1. Gerontologist (N.B. Two most frequently cited journals)

2. Geriatrics

6. Are there particular journals that are not "geriatric" or "gerontology" journals that are often useful for information in aging? If so, please list these.

1. JAMA (N.B. Three most frequently cited journals)

2. New England Journal of Medicine

3. Nursing '80

7. How often does your need for information in aging arise from the following?

	39	41	24	12	116
	OFTEN	REGULARLY	SELDOM	NEVER	
Patient Care/Client Care	34	34	27	19	114
Teaching	22	18	43	28	111
Research	13	20	32	42	107
Grant Applications	5	4	0		9
Other (Please Specify)					

8. How often do you use the following indexing services in searching for information related to aging?

	10	15	35	58	118
	OFTEN	REGULARLY	SELDOM	NEVER	
Index Medicus	1	1	34	78	114
Excerpta Medica	4	4	35	71	114
Psychological Abstracts	3	6	25	81	115
International Nursing Index	2	8	31	74	115
Cumulative Index to Nursing & Allied Health Literature	0	3	20	90	113
Index to Dental Literature	2	1	34	76	113
Social Science Citation Index	1	4	30	77	112
Science Citation Index					

	0	1	20	86	107
International Pharmaceutical Abstracts	OFTEN 2	REGULARLY 9	SELDOM 35	NEVER 62	108
Social Work Research & Abstracts	OFTEN 16	REGULARLY 26	SELDOM 32	NEVER 40	114
Current Literature on Aging	OFTEN 5	REGULARLY 9	SELDOM 34	NEVER 59	107
Sociological Abstracts	OFTEN 5	REGULARLY 0	SELDOM 2	NEVER 0	7
Other (Please Specify)	OFTEN	REGULARLY	SELDOM	NEVER	

9. How often do you use the following as sources for information and literature in aging?

	14	13	28	53	108
University Health Sciences Library	OFTEN	REGULARLY	SELDOM	NEVER	
Hospital library.	OFTEN 9	REGULARLY 26	SELDOM 27	NEVER 48	110
Medical Society library.	OFTEN 4	REGULARLY 7	SELDOM 25	NEVER 64	100
Personal Collection	OFTEN 44	REGULARLY 47	SELDOM 10	NEVER 17	118
Departmental or Office Collections	OFTEN 23	REGULARLY 38	SELDOM 21	NEVER 27	109
Other (Please Specify)	OFTEN 11	REGULARLY 6	SELDOM 4	NEVER 0	21

10. How often do you use computerized literature search services such as MEDLINE when gathering information related to aging.

	8	20	36	64	128
	OFTEN	REGULARLY	SELDOM	NEVER	

11. Do you find any major problems in getting access to information in aging? If so, please describe these briefly. 34 Yes 88 No

Name (optional)

HISTORICAL AND SPECIAL COLLECTIONS ANNUAL REPORT
July 1, 1979-June 30, 1980

The fiscal year of 1980 appears to have been a transition year for the department. The following items indicate the areas of activity other than routine functions.

Use

The Historical Room has been the meeting place of the Chancellor Search Committee with irregular frequency since September.

Construction

A doorway has been cut between the Historical Room and the Special Collections Office. Direct access to the Historical Room from the office is a great convenience to the librarian in charge of the area. This is another aspect of the overall building/remodeling of the Health Sciences Library.

Edgar Allan Poe Festival

The Health Sciences Library cooperated fully with the campus-wide festival held April 8-25, 1980. Planning meetings, two luncheons in honor of guest speakers, and one lecture were held in the Historical Room. The lecture was given by Richard Hart, Vice-President of the Poe Society. The campus cultural committee plan to have other activities to make use of the special ambience of the Historical Room.

Preservation

Twelve titles were sent to James Macdonald Company for restoration.

Housekeeping

Ten storage boxes of possible archival material was sorted and selections made for incorporation into the Health Sciences Library archives when an archival records system is established. To this end a fruitful interchange has been established with Charolette Brown, Librarian/Archivist at the McKeldin Library, College Park Campus. She has recently provided us with a listing of some pertinent material located during her recent inventory of the UMCP Library Director's office.

Another housekeeping project was set in motion by the January rearrangement of the Reference Department. A file of cards transferred to the Special Collections Office gave information concerning the contents of several drawers in the large map case transferred from the Maryland Room into the special collections area.

Statistics

Reference question statistics were sent monthly to the office of the Assistant Director and those on historical books cataloging were sent regularly to the Cataloging department for incorporation into its monthly report.

Miscellaneous

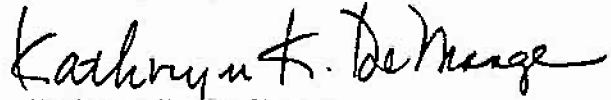
No major gifts were received during fiscal 1980.

In March, 1980, Dr. Elaine G. Breslaw, Professor of History at Morgan State University brought her students to the library for an orientation so that they could have access to historical material pertinent to their original research.

Staff change

On July 1, 1980 the position of Historical and Special Collections Librarian will be assumed by Mrs. Margaret Jones and I will have the position of Special project librarian involved with cataloging AV material UMAB.

Respectfully submitted



Kathryn K. De Mange
Special Collections and
Historical Librarian.

ANNUAL REPORT
INTERLIBRARY LOAN DEPARTMENT
JULY, 1979 - JUNE, 1980

Submitted by:
Gloria P. Ruff

cc. P. Knudsen

INTERLIBRARY LOAN DEPARTMENT
ANNUAL REPORT
JULY, 1979 - JUNE, 1980

The past fiscal year has been geared to the continued improvement of services to our patrons, other borrowing institutions and staff performance.

The OCLC Interlibrary Loan Subsystem has been heavily used in the borrowing and lending areas. Revisions were made by Capcon during the year which reduced the time required to handle transactions. The major improvements were the capabilities of inputting information at "Home" position and the state and regional arrangement of holdings symbols. Many other on-line systems are available to Interlibrary Loan for bibliographic verification as well as the use of printed sources.

The addition of Serline and Maryland Interlibrary Organization holdings on microfiche has significantly reduced the time needed to verify holdings. The Serline holdings are updated quarterly. Holdings are included for all libraries in the eleven Regions of the RML Network.

The RML IV Document Delivery Plan went into effect January 1, 1980. The National Library of Medicine now functions as a Regional Library only. Only Resource Libraries and designated basic units have direct access to NLM's collection. All other institutions must access the Regional collection through a Resource Library. Requests may be referred to the National Library of Medicine at the request of the borrowing institution.

The result of this change in policy has been an increased workload in Lending Services. The extent of the increase is reflected in the attached charts.

Our fee structure changed at the beginning of the year as set forth in the guidelines of the RML IV Document Delivery Plan. The charges for photocopies are \$2.50 for 1-30 pages, \$5.00 for more than 30 pages. Beginning July 1, 1980, we will charge \$2.50 for each monograph loaned. These fees do not cover the total cost per transaction which is \$7.50. The remaining cost is absorbed by our library.

The Department will be divided during the coming year. Borrowing and Lending Services will be physically separated. This is being done to accommodate the expected increase in Lending Services. However, the staff will continue to perform at a level that will provide the best service to all Interlibrary Loan patrons.

INTERLIBRARY LOAN
BORROWING STATISTICS
JULY, 1979 - JUNE, 1980

TYPE OF LENDING INSTITUTION	TOTAL REQUESTS PROCESSED	PHOTOCOPY REQUESTS	BOOK REQUESTS	OCLC
NLM	1,161	1,125	36	*387
RESOURCE LIBRARIES IN STATE	396	282	114	
RESOURCE LIBRARIES IN REGION	221	151	70	
RESOURCE LIBRARIES OUT OF REGION	123	70	53	
COMMUNITY LEVEL INSTITUTIONS	630	391	239	
OUT OF STATE & REGION	218	125	93	

TOTALS

2,750

2,145

605

*387 - TOTAL OCLC TRANS-

INTERLIBRARY LOAN
LENDING STATISTICS
JULY, 1979 - JUNE, 1980

TYPE OF BORROWING INSTITUTION	TOTAL REQUESTS RECEIVED	BOOK REQUESTS	PHOTOCOPY REQUESTS	REQUESTS FILLED	REQUESTS NOT FILLED	OCLC
HOSPITAL LIBRARIES	767	251	516	567	200	2
RESOURCE LIBRARIES REGION IV	573	458	115	398	175	4
OTHER MEDICAL & RESOURCE LIBRARIES	120	82	38	74	46	17
OTHER COLLEGE & UNIVERSITY LIBRARIES	570	423	147	401	169	194
BASIC UNITS	623	471	152	426	197	71
MILO	1,596	506	1,090	1,115	481	0
TOTALS	4,249	2,191	2,068	2,981	1,268	288

LENDING SERVICES
REQUESTS NOT FILLED
JULY, 1979 - JUNE, 1980

*200 (1-80) -
9/11/80 (1-80)*

MONTH	NOT OWNED V/IS.	ADDL. INFO. NEEDED	NOT ON SHELF	ON ORDER	UN-ABLE TO REP.	NON-CIRC.	AT BIND-ERY	IN USE	IN PROC.	OUR COPY LOST	OUT OF SCOPE	EXCEEDS C.C. LIMIT	INC. CIT.
JULY	50	2	25	2	0	0	4	1	0	0	0	0	0
AUG.	32	0	15	0	0	1	4	3	4	0	0	0	0
SEPT.	24	1	13	0	1	0	1	5	0	1	3	0	1
OCT.	35	0	30	0	0	1	10	2	1	0	4	4	1
NOV.	31	0	27	0	0	2	5	3	2	0	0	1	4
DEC.	25	0	18	0	0	0	3	2	1	1	0	0	1
JAN.	44	1	25	2	1	0	5	9	2	0	1	1	7
FEB.	67	0	13	0	0	1	7	3	1	0	1	3	3
MAR.	5	0	4	0	0	3	1	2	0	0	0	0	0
APR.	27	1	9	0	0	0	2	3	0	0	0	2	1
MAY	17	0	15	0	0	2	5	9	2	1	0	2	1
JUNE	6	0	4	0	0	1	4	1	0	0	0	0	2
TOTALS	393	5	198	4	2	11	51	42	9	3	9	23	21

REFERRALS
 RML IV DOCUMENT DELIVERY PLAN
 LENDING STATISTICS
 JANUARY, 1980 - JUNE, 1980

	WELCH MEDICAL	MEDICAL & CHIRUGICAL FACULTY	NLM	TOTALS
JAN., 1980 - MAR., 1980	38	5	163	206
APR., 1980 - JUNE, 1980	21	10	231	262
TOTALS	59	15	394	468

INTERLIBRARY LOAN STATISTICS
COMPARATIVE TABLE

	<u>1978 - 1979</u>	<u>1979 - 1980</u>
<u>BORROWING SERVICES:</u>		
BOOKS -----	512	605
PHOTOCOPIES -----	<u>980</u>	<u>2,145</u>
TOTALS -----	1,492	2,750

LENDING SERVICES:

BOOKS -----	399	2,191
PHOTOCOPIES -----	<u>1,951</u>	<u>2,068</u>
TOTALS -----	2,350	*4,249

3435 - at request

* The increase in items loaned may be directly attributable to the RML IV Document Delivery Plan which became effective January 1, 1980.

UNIVERSITY OF MARYLAND
HEALTH SCIENCES LIBRARY
111 SOUTH GREENE STREET
BALTIMORE, MARYLAND 21201

SCHOOLS OF
DENTISTRY
MEDICINE
NURSING
PHARMACY
SOCIAL WORK

TO: Cyril C.H. Feng, Director
FROM: Beverly Gresehover, Circulation Librarian
RE: Annual Report, July 1, 1979 - June 30, 1980
DATE: October 27, 1980

The activities of the Circulation Department during the past fiscal year are summarized below. The department's accomplishments, problems, and future objectives are also highlighted.

Circulation of materials during the year totaled 78,173 as described below.

Books	60,480
Reserve materials in-house	17,275
Reserve materials overnight	<u>418</u>
Total	78,173*

*Circulation Grand Total is 78,251
including the 78 journals circulated.

A more detailed breakdown of these statistics appears at the end of this report.

During the year, several personnel changes occurred. The department added a professional librarian to supervise staff and services during the evening. A second professional librarian was added to the staff to supervise staff and services on the weekends. With these additions to the staff the library achieved supervision of the staff and provision of reference services by a professional librarian during all library hours. All departmental staff changes that occurred during the year are listed below.

GAINS:

Bill Thornton, Evening Supervisor
Andy Eisan, Weekend Supervisor
Suvain Nesmith
Helena Burton
Peggy Ellison
Theresa McLaurin
Paul Abrell
Sandy Johnson
Lynette Savage
Russell Bevan
Yoland Tanner

LOSSES:

Suvain Nesmith
Judy Sixby
Russell Bevan
Donald Dustin
Joyce Vickers

The work of the billing staff resulted in the generation of 5,140 notices and 1,048 bills. The staff member responsible for circulation billing resigned this year was replaced by Theresa McLaurin who has done an admirable job in maintaining control over the billing despite the numerous problems in the billing process caused by the computerized circulation system in use. Helli Ehrlich, formerly Evening Supervisor, joined the day staff this year and has, in large measure, been responsible for dealing with daily problems caused by the faulty equipment the department must continue to use to run the automated circulation system until a new system is implemented.

The Reserve Room service experienced an active and somewhat problematic year. Late submission of bibliographies by School of Social Work faculty greatly reduced the staff's ability to have all readings on reserve in time for student use. The frustration expressed by the students unable to complete required readings because they were not yet available on reserve made the work of the staff even more difficult.

Consequently, efforts begun earlier to establish better communication between faculty, students, and the library were accelerated. I began attending the School of Social Work library committee meetings already being attended by Margie Simon, Information Specialist. Through this committee effort and additional library efforts, better communication among all three groups was achieved.

Access to reprints on reserve was improved by replacing the alpha-numeric code by which reprints were filed with the author's name or reprint title. This change enabled staff to more quickly file and retrieve reprints and minimized losing items through misfiling.

These efforts resulted in a much improved Reserve Room service by the beginning of the Fall 1980 semester for the School of Social Work which will be reported in more detail in the FY 1981 Annual Report.

Weekly staff meetings were initiated during the year to improve communication within the department. This has proved to be a most worthwhile activity with benefits often reaching beyond the department. Communication within the department has improved and problems are frequently identified by staff members who have suggestions for solutions that are often implemented.

Revision of the Circulation Policy was deferred this year in view of setbacks in the library's efforts to implement a new on-line system for management of library information including circulation data. The library's implementation of the online management information system chosen last year was blocked in favor of design and implementation of a university-wide system. Subsequent effort has thus far focused upon development of a university-wide request-for-proposal for an online system. As a result, policy revision has not been completed.

The delay in the implementation of a new online system for circulation control has forced the department to contend with the problems of the current, obsolete, batch-process circulation system. Labor-intensive efforts to maintain the system and to correct the errors produced by faulty equipment characterize the activities of the staff during the past year. The staff are to be commended for their cooperation and flexibility in coping

with the problems of the present circulation system. Through their efforts, errors and gaps in circulation data and billing records have been kept to a minimum.

Overall staff performance has improved again this year. Assimilation of circulation and reserve services into a single department has been achieved. Staff attendance has improved although a few individuals are still maintaining very problematic attendance records which reduces departmental effectiveness.

Objectives for the next fiscal year include:

- 1) continued improvement in staff attendance,
- 2) implementation of the circulation module of a university-wide online system for management of library information, or implementation of an interim online circulation system to relieve the department of the burdens of the current system,
- 3) continued improvement of the Reserve Room service,
- 4) revision of the department policy and procedure manuals,
- 5) improved stack maintenance,
- 6) establishment of training programs for new staff as well as follow-up training sessions for experienced staff.

CIRCULATION & RESERVE STATISTICSJuly 1, 1979-June 30, 1980

MONTH	ATTENDANCE	BOOK CIRCULATION	RESERVE BOOK CIRCULATION (in-house)	RESERVE BOOK CIRCULATION (overnight)	FINES COLLECTED
JULY	8,181	2,365	141	3	254.25
AUGUST	9,620	2,338	515	1	240.00
SEPTEMBER	18,181	5,497	3,664	90	169.50
OCTOBER	21,088	6,339	2,926	57	749.25
NOVEMBER	17,031	5,883	1,515	17	711.25
DECEMBER	10,445	2,321	854	37	524.50
JANUARY	11,641	3,573	451	24	408.25
FEBRUARY	14,673	5,287	2,447	39	378.75
MARCH	16,956	6,433	1,935	51	786.75
APRIL	15,579	5,186	1,468	51	891.80
MAY	13,630	3,044	920	25	1,158.70
JUNE	8,694	2,032	439	23	411.75
TOTAL	165,719	60,480	17,275	418	\$6,684.75
CIRCULATION GRAND TOTAL	78,251				

(Journal Circulation 78)

Reserve Room Bibliography Statistics

Fall Semester 1979

	Fall Semester 1979 Bibliographies Received By July 16, 1979*	Bibliographies Received July 16 - August 26, 1979**	Bibliographies Received August 27, 1979* on
School of Medicine	0	3	1
School of Dentistry	1	1	1
School of Pharmacy	0	1	0
School of Nursing	6	16	5
School of Social Work	19	10	23

* Deadline for submission
of bibliographies to Reserve Room
Fall Semester 1979

**Bibliographies received after deadline,
but before classes began

*** Bibliographies received after classes
began on August 27, 1979