

HEALTH SCIENCES  
*Library*

APRIL 15, 1988



## ADMINISTRATION NEWS

### Kudos

Diana Cunningham, Assistant Director for Public Services, will receive a Special Recognition Award from the Maryland Library Association on May 5 for her "work in developing MILMET and in improving the state bibliographic database" when she held the position of Network Coordinator with the Maryland Department of Education, Division of Library Development Services.

### Staff Retreat

The "Library Retreat: A Close Look at the HSL," was held on March 28-29 and facilitated by Dr. Bruce McKay. Dr. McKay is the president of Leadership and Management Training, Inc. The objectives of the retreat included becoming more aware of the activities of the library and characteristics of the staff; identifying issues and needs of the library; learning about characteristics of teamwork and personal style; and making some recommendations regarding issues identified.

Follow-up meetings have been held by departments and administration to work on the recommendations. This will be an on-going process.

### 175th Anniversary Celebration Highlights

After several months of hard work by the 175th committees, programs are well on their way.

The In-House Committee has done a great job of coordinating the staff luncheon to be held April 19. The Open House Committee has been busy planning for the reception, musical entertainment and a short program featuring a proclamation from the governor's office. This will be June 7.

The Program Committee has the first of three programs ready to go for June 9. It features speakers from each of the professional schools and will be followed by a reception.

The Historical Committee has been doing research for several exhibits, the first of which will be going up in May.

And last, but not least, the Library Quilt Group has come up with an inspired design.

These are but highlights which will get full coverage after the events.

Thanks to all for your time, effort, and imagination in preparing these programs!

### Communications System

Library administration has been discussing data communications lines with Johns Hopkins University, UMCP, and UMBC. The purpose of establishing links is to enhance the resource sharing capability of institutions in the geographic area.

### Microcomputer Lab

The library has received generous financial support from the Chancellor's Office to begin renovating the study room for a microcomputer lab. The heating and cooling system for the room will be completely revamped to accommodate both the number of people and amount of hardware that is expected to be in the room.

### GGEAR (Geriatrics and Gerontology Education and Research Program)

Discussions are taking place between the library, represented by Bev Wester and Pam Rand, the GGEAR Program, represented by Karen Hackleman, and the Health and Welfare Council of Maryland to build a geriatrics and gerontology resource database. The database would be part of the HSL's information system which is to support the state GGEAR program.

### Maryland Telefacsimile Project

The library has been selected by the State Library Resource Center to participate in the Maryland Telefacsimile Project. The project is designed to be an alternate delivery system based on existing cooperative relationships for library resource sharing and communication. The library will receive the necessary equipment free of charge, but will be responsible for the installation and maintenance of a telephone line. The starting dates will be announced soon.

### March of Dimes Walk-a-thon

Pam Rand has graciously volunteered to be the HSL representative for the UMAB team walk in the April 24 March of Dimes Walk-a-thon. Get out those Reeboks.

### Meetings, etc.

Frieda Weise attended a seminar on "Strategic Planning in Libraries" sponsored by the Medical Library Association on March 3-5.

Cyril Feng was invited to speak on management style to members of the Maryland Library Association's Administration and Management Division on March 23.

PERSONNEL UPDATE

RETIREMENT SYSTEM CHANGES -LEAVE OF ABSENCE WITHOUT PAY

The Maryland State Retirement and Pension Systems recently reviewed procedures concerning approved leaves of absence for retirement purposes. As a result of this review, some procedures were changed.

The filing of the leave of absence form to the Retirement Systems prior to starting the leave of absence is of critical importance. Failure to submit a request for leave of absence without pay and the necessary retirement form in a timely manner, could result in the employee not being protected by the death benefit while on leave. In addition, the employee may be denied the privilege of purchasing the leave time for retirement credit.

Due to the impact of non-compliance, employees are advised to obtain complete information when planning or taking a leave of absence. A copy of the State Retirement System Regulations will be on file in my office.

COMPLIMENTS VIA COSY

The following is a COSY mail message thanking the HSL for a job well done!

=====  
cosyq/general #621, from lfrank, 509 chars, Mon Mar 7 15:21:28 1988  
There is/are comment(s) on this message.  
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TITLE: HSL

That outfit is really something. Yesterday, I was checking out some books and the young lady looking at the screen said..."wait", went to a drawer, and pulled out a copycard I had left in one of the machines several weeks ago -- it has 157 copies left on it. I hadn't inquired about it because I was quite sure that I hadn't put my name on it. In fact, the card now has my name--but it's not my writing! I thank HSL and the person who turned in the card. Shall I offer to buy him/her a beer?

No more unread messages in this topic  
Hit <RETURN> for next active conf/topic.

## PUBLIC SERVICES

The three departments within the Public Services Division all reported business is as busy as ever! Reference and Circulation, along with Margaret Ward and the Serials group, were all heavily involved in completing the first phase of the Serials Review Project. IME and Reference were both involved in preliminary plans for the up-coming "birthday" of Current Contents.

### KUDOS!

A letter directed to Dr. Barbara Hansen, Vice Chancellor for Graduate Studies and Research, by a doctoral nursing student, acknowledged "the professional and personal courtesy given to the students of UMAB by the library staff of the Health Sciences Library....The reference staff is always supportive and will frequently make suggestions to sources of which I am unaware....The staff of HSL go beyond their job descriptions in assisting students with their academic goals. UMAB is fortunate to have individuals of such caliber in their employment."

Another letter directed to Cyril from an Associate Professor in Dentistry commended the Library for initiating a system providing "computer generated receipts for the return of borrowed books. The service is well overdue and will help avoid misunderstandings in the future. I speak through experience since I recently and reluctantly had to pay \$82.77 in fines...."

### CIRCULATION

After nearly two months on the job, Madeline reported "feeling right at home---quite busy with day to day routines, short/long range planning, and meetings." In addition, she reported receiving a "lot of practice using the word processor via the theft policy." She also noted the new Copicard policy seems to be working, and the majority of patrons seem to appreciate this service.

-Reserves. Loie and her crew are taking a brief, but well deserved rest. They are already in the process of preparing for the Fall reserve lists.

-Billing. Kay is preparing for the list of approximately 1,000 graduates. She can't wait to hear their "tall tales" concerning why the books were late, why the dog chewed the cover, or 'I returned the book on time'."

-Stacks. Steve and his shelvers have been trying to keep on top of things. Shifting has begun on the second floor in the R-Z section. It is hoped that this will be completed by end of April.

-Photocopying service. Despite the rise in cost for service photocopying, requests are still pouring in. Special thanks goes to our special researcher on the history of war wounds in the Mexican War. Barbara and her staff have been completing these requests in less than 24 hours.

IME

-MaryMED brochures, both in-house and off-site, finally arrived. Everyone should have received one in his mailbox. Both Patty and MJ labored long over these to make them clear and easy to follow. The results certainly do reflect their considerable efforts.

-Seminars completed included: Reprint File Management  
Searching MaryMED Effectively and Efficiently  
In Search of...Effective Search Strategies

-Seminars up-coming include:

April 12 MEDLINE For The Health Professional  
April 22 Searching MaryMED Effectively and Efficiently  
April 26 CoSy In Moderation

-A Mouse and a MAC in the Microlab!

Within the next few weeks an Apple MacIntosh SE will be added to the equipment in the microlab. MJ reports "it will be exciting and challenging to learn a new system that looks nothing like we've ever seen before in a microcomputer environment." More news will be forthcoming---

#### REFERENCE

Inga reported something all the reference librarians already knew, that March was a very business month at the desk. The most telephone information calls for a single month for this school year occurred last month: 866. Also, Reference logged in the most live information requests since October: 1415 (compared to October's 1433).

Reference would like to give special thanks to Pam, Rich, Madeline and the evening/weekend circulation staff for their support and assistance in helping them deal with their latest staffing crisis.

On a personal note:

-Inga is working only half days.

-Patty reports to be doing much better.

-As a former Win Sewall student, Don will be speaking to current students taking the medical librarianship course at CLIS on April 27

-Don will also be participating on a panel discussing "Fee or Free: Costs of Interlibrary Loans" for the upcoming MAILL meeting this month.

## Systems & Automation News

### MaryMED

The MaryMED database now contains over 277,000 citations to the medical journal literature covering the period from January of 1987 to April 1988. The May 1988 update is now loading.

### Current Contents

The first records were loaded into the Current Contents Database on Tuesday, April 12. Just over 15,000 records represent one week's worth of data. June 1 is still the official date for releasing "CC" to the public.

### New Microcomputers

Mary and Sarah will soon have Apples sitting on their desks. These Apples won't be edible, they'll be Apple Macintosh microcomputers. Mary and Sarah will also share access to a new laser printer for word processing.

### Continuing Education and Current Awareness

In March, Beverly attended a demonstration of new Hewlett-Packard computer products.

In April, Gary attended a seminar called, "Managing Multiple Priorities."

Also in April, Jessie attended a Technical Liason Meeting where campus computer purchasing procedures were discussed.

## News From The Regional Medical Library Services

Suzanne Grefsheim attended the meeting of the Southern Conference of Hospital Librarians on April 13 - 15 to speak on the future of medical library networks and to evaluate a new RML networking seminar.

Suzanne and Lisa Boyd will attend preservation training at the National Library of Medicine on April 18 - 20. And on April 21 Suzanne will travel to Hartford, Connecticut for preservation training at Yale. These activities are part of the RML's involvement in NLM's National Preservation Plan. Representatives from all seven RMLs will attend both sessions.

Lisa received DOCLINE training at NLM and put her lessons to the test right away by demonstrating DOCLINE on March 24th to members of the Richmond Health Sciences Library Group.

Lisa traveled to the Florida/Georgia Health Sciences Library Association in Jacksonville, Florida to represent the RMLs and to display the RMLs exhibit.

Nancy Nuell drove through Western Maryland and West Virginia in mid-March to meet with hospital librarians and library managers in these areas and discuss RML programs and services. Nancy learned quite a bit about the needs of librarians in these relatively isolated rural areas during her trip, and also learned about the hazards of driving through the mountains while heavy snow is falling and visibility on the road is near zero!

Lisa and Nancy participated in a 4-session SPSSX class taught by Marge Scerbo in Academic Computing. Although far from being experts in SPSSX, Lisa and Nancy have gotten a handle on how powerful (and how useful) this statistical software package is, and are looking forward to applying it to analysis of results of the next RML survey.

On April 12, Angela Sawdy attended an intermediate LOTUS 1-2-3 course offered on campus.

The RMLs will host the Regional Advisory Committee and the region's Resource Library directors at their annual meetings on April 28 and 29. The RAC meeting will feature discussion of NLM's Long Range Plan in the morning and in the afternoon Duke, Georgetown, Johns Hopkins and HSL will give demonstrations/presentations of their library related IAIMS projects.

The Resource Library Directors meeting will have a preservation theme in the morning with the showing of the film Slow Fires followed by discussion of preservation activity in Region 2. In the afternoon Frances Johnson of NLM Extramural Programs will present "Everything You Wanted to Know About NLM Extramural Program Grants," and Tom Lange, director of the Medical Library at University of South Carolina will report on the recommendations of the RAC's Resource Development and Retention Task Force.

## TECHNICAL SERVICES NEWS

### Acquisitions/Serials

We are still awaiting the arrival of SC350. We expected some of the hardware to be delivered in March, but apparently contract negotiations delayed things somewhat.

Rudy Hampton found time to sort and discard duplicate unbound journal issues in the basement. We are keeping 10 years back if we have them. Each year we will go down and discard a year of duplicates. Rudy has put the holdings into word processing so that it will be easy to update the list as more gifts are received and gaps are filled. Thank you, Rudy!

### Workshops Attended

Charlene Matthews and Sandra Williams attended a PALINET workshop on "Books Format" in March at Goucher College.

### Cataloging

#### ANOTHER MILESTONE COMPLETED

April marks the accomplishment of another large scale project for cataloging. Priscilla Anderson and Emily Denning have finished cataloging over 1500 audiovisual items housed in the Dental School Independent Learning Center. This project, started nearly a year ago, was the most challenging of the AV projects because the majority of the items were not found in OCLC. This meant that original records had to be created and entered manually into LS2000. For these records, Emily and Priscilla had to assign subject headings, type catalog cards, and finally enter each record, MARC tag by MARC tag, into LS2000. To make things more difficult, the catalog supplied by the Dental School contained very sketchy title information of just one line (imagine LS2000 records consisting entirely of call number and partial titles and you get the picture). Hearty congratulations are well in order!

#### NURSING CALL NUMBER AND LOCATION PROJECT FINISHED

The School of Nursing call number and location project was finished in March. Since the completion of this project, the audiovisual materials in the School of Nursing now file by material type, e.g. FS for filmstrip, and have a location statement in the status field rather than the good old message "STATUS UNKNOWN, CHECK WITH LIBRARIAN." Thanks to Charlene Matthews, Phyllis Colleton, Priscilla Anderson, and Emily Denning for their hard work on this project.

#### MARCH OF DIMES WALK-A-THON

Pam Rand is the Health Sciences Liaison for the March of Dimes Walk-a-Thon. See her if you would like to walk or to make a pledge. She won't promise 35 kilometers (roughly 20 miles), but does promise to give it a good try.

ANSWERS TO TRIVIA QUESTIONS

The least expensive journal HSL subscribes to is:

CANADA'S MENTAL HEALTH at \$3.95 per year

The most expensive is:

BRAIN RESEARCH at \$4,841.49 per year.



THE UNIVERSITY OF MARYLAND  
GRADUATE SCHOOL, BALTIMORE

Office of the Vice Chancellor for  
Graduate Studies and Research  
Research Development and Support

February 23, 1988

Risk Management Program

TO: Deans  
Department Heads

FROM: Sandra H. Polakavetz, MSc  
Associate Director of Risk Management

The purpose of this memorandum is to reiterate what is expected of persons reporting a fire in any University of Maryland at Baltimore Campus Building. (UMMS and Shock Trauma Unit employees should consult the hospital policy.) The following procedures should be followed when detecting smoke or fire:

1. Pull the nearest interior building fire alarm.
2. All persons vacate the immediate area of danger, closing doors as you leave.
3. From a safe area, call the Telephone Operator using the emergency fire line number 2111, and report your name, the location, and nature of the situation.
4. All occupants vacate the building by the nearest stairwell/ exit. Remember there should always be two exits from each building location.  
**DO NOT USE ELEVATORS.**
5. Communicate any pertinent information upon arrival to the Baltimore City Fire Department .

The following stick-on label should be attached to every campus phone and may be obtained by requesting the number of stickers needed for your area from Risk Management, 442 Administration Building, ext. 3490.

**BE CALM**  
**FIRE**  
**Dial 2111**  
Give Location  
**POLICE EMERGENCY**  
**Dial 3333**

Please make this information available to all your personnel.

cc: Chancellor Brandt  
Vice Chancellors