COLORADO COUNCIL OF MEDICAL LIBRARIANS

Executive Committee Meeting Minutes

April 14, 1987

The April 14, 1987 Executive Committee Meeting of the Colorado Council of Medical Librarians was held at Denver General Hospital with Anita Westwood presiding. The meeting began at 8:40 a.m.

Members in attendance:

Anita Westwood
Karla Britain
Becky Berg

Barbara Hamilton
Martha Burroughs
Merrie Jo McNally

MEMBERSHIP CHAIRPERSON

Martha Burroughs has been appointed membership chairperson to fill the vacancy when Leigh Kuntz moved to Colorado Springs.

MARKETING CONSULTANTS COMMITTEE

Carol Vervalin, chairperson, requested a loan of $100 to $150 to cover the start-up costs of printing brochures. The committee intends to charge members for inclusion in the brochure and, therefore, will be generating funds to repay the loan. The Executive Committee approved a loan of $100 to be paid back on or before June 14, 1987.

CE COURSE

A total of 42 people had registered for the April 16th CE course to be held at Fitzsimmons. The sponsors had budgeted for 50 registrants. CCML may have to make up the difference between the anticipated registration fees and the actual costs. Barbara will report back to the Executive Committee at the next meeting.

ADMINISTRATORS' RECEPTION

Ruth Gilbert requested the Committee’s approval of a letter to be sent to administrators of hospitals which do not have a medical librarian inviting them to the Administrators' Reception. The Committee agreed that it was an excellent idea and gave their approval to Ruth. It was also suggested that some sort of follow-up be conducted.

RETIREMENT GUIDELINES

Anita suggested that the Committee establish guidelines for recognizing CCML members retiring or leaving the organization. A lengthy discussion followed on the criteria for recognition.
Some felt that it should be based on the number of years in CCML, others felt that active participation (holding office, committee membership, etc.) should also be recognized. Several ideas were discussed. A final decision was tabled until the next meeting.

CCML ARCHIVES

At the present time the President's papers are being stored in the Waring Room at Denison. The Secretary, as well as the Treasurer, have another set of files. There is probably much duplication of material and little organization. Merrie Jo will take on the task of trying to organize the materials into one file for future generations.

ANNUAL REPORTS

The Executive Committee recommended that each committee be requested to present an annual report to the membership at the November meeting. The report would summarize the committee's accomplishments during the year. A copy of the report would be put in the CCML archives.

SLA STEERING COMMITTEE

Nancy Simon has been appointed to serve as the CCML representative on the SLA Steering Committee.

MEETING NOTIFICATION

The President-Elect is to send out notices announcing upcoming Executive Committee meetings. The next Executive Committee meeting will be June 9 at 8:30 a.m.

MAILING COSTS

Becky indicated that mailing costs are running higher than anticipated. It was suggested that notices (Council Quotes, meeting minutes, etc.) be sent via courier to as many members as possible to see if this would help reduce costs enough. If not, the notices may have to be mailed second class.

CONSTITUTIONAL RESOLUTION

Anita asked the Executive Committee to endorse a resolution recognizing the Bicentennial of the United States Constitution. The Committee voted to give its endorsement.

WILLING TO SERVE FORM

Becky distributed copies of a MCMLA Committee Request form (Willing to Serve form) for the Committee's examination. Becky will re-work the form to better suit CCML's needs. The form will be published in the May's Council Quotes.

The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Merrie Jo McNally
Secretary
REPORT OF THE MCRMLP ADVISORY COMMITTEE MEETING, APRIL 22-23, 1987

This is a condensed report. For further information, contact Margaret Bandy, Jim Bothmer, or Sara Katsh.

DAY 1

--DOCLINE (including report by Becky Lyon-Hartmann from NLM)

There are currently 1058 active DOCLINE users. An average of 3100 requests are input per day; 457 of these go to NLM. As of 2/87, 62,019 requests had been input to the system. Planned enhancements:

1. Summer '87: User statistics--borrowing and lending. Does not include list of titles, turnaround records. Borrowers must keep own copyright records.
2. Billing system (no charges before 1/88)--burden on borrowing library.
4. Already in place: Stop routing of requests not available because of cost. If first library rejects request because MAXCOST is too low, request is returned to borrowing library.
5. Underway: Analysis of Level X routing. Study to determine requests not filled because library owns title but not issue. NOTE: All PHILSOM libraries are now at Level 3 (issue-specific).
6. DOCUSER file available online (design underway)--users will be able to access information about DOCLINE libraries, including LIBIDs.
7. Summer '87: Manual revision.
8. '88: Change rerouting default to 20 for all 7 cells (now only possible in cells 1 and 2)
9. '88: Messaging (about individual requests only) and Borrower cancel capabilities.
10. '88: Ability to input Uls unique to HEALTH file.
11. Future: Enhancement of status module, print formats, command stacking, front end and gateway systems. Expansion to other users (now only SERHOLD libraries, not individuals).

Problems: Because of lender error, some requests are being filled twice. We are instructed to pay only second library's invoice. Billing from outside region will be by item, without DOCLINE number on invoice.

Claire Gadzikowski is willing to do DOCLINE training on a cost-recovery basis at the request of local groups (e.g., CCML)

---REGION 4 SERHOLD UPDATE PROCEDURE

Several vendors were discussed, including DCLC, UCMP (Region 1), Texas Tech, PHILSOM, and other national systems. Information will be sent to all libraries. Most pertinent to CCML is the fact that PHILSOM will add holdings of its basic unit union list participants for $50/yr. (Serials Control System users free, academic libraries $150, outside libraries higher rates) Updates occur once a year in April. If CCML decided to add its holdings to SERHOLD, we could use DOCLINE for ILL among ourselves; requests could be created only once. Arrangements with other consortia could also be made. A backup updating procedure will be data entry by RML staff at $.20/title for libraries with no other option.
---"NODE MAP" SURVEY

720 surveys were returned; 502 respondents have libraries; 382 are health science libraries. Data from these libraries have been analyzed and preliminary categorizations into full service and service nodes have been made, based on number of services offered to certain types of users. State maps showing numbers of libraries were distributed. A task force was formed to refine criteria used. When potential nodes in each state have been identified, a list will be sent to the Resource Libraries. All nodes will receive an agreement and marketing kit. The RML and Resource Libraries will then prepare a plan for developing information services in underserved areas of each state.

---RML REPORT

ONLINE SERVICES
1. Summary of online training activities
2. End-user referral database--will be updated twice a year and as information is received. Contact Dorothy Earley to obtain or add names or course dates. There are currently 79 end-user trainers listed.
3. Possibility of workshops on cost-recovery basis for local groups (CCML might consider).

REGIONAL CONSULTANTS' DIRECTORY AND TECHNOLOGY CLEARINGHOUSE
Surveys will be going out to all libraries. The RML office will create databases for referring librarians to consultants and to other librarians using particular hardware and software. Possibility of looseleaf service with annual updates.

FACT SHEETS
RML is developing fact sheets on its products and services, ILL fact sheets, and general fact sheets for use by individual Resource Libraries.

REFERENCE REFERRAL NETWORK
National effort--some regions have formal system. Discussion of standardization, possible use of forms, electronic mail (to convey and monitor reference questions), or automation of the process (e.g., Utah INFONET system) for referral of questions and creation of database of information on frequently referred topics.

NATIONAL PRESERVATION PLAN
NLM report and plan, coordinating with other library organizations, determining needs, assessing capabilities.

ILL COST STUDY
To be undertaken after DOCLINE starts charging.

---RESOURCE LIBRARIES' DIRECTORS MEETING
1. Role in consortia, communication, setting up nodes.
3. Series of OCTASPHERE articles on individual RLs.
DAY 2

---ELECTRONIC MAIL SYSTEM ADOPTION FOR REGION

Five systems were examined in detail and costs and features compared. OCLC Link was the system chosen. BCR will broker this service. Possible link with OCLC ILL system. Gateway to Dialog, Wilsonline, and, eventually, to ERS.

---TELEFACSIMILE COMMITTEE REPORT

Wayne Peay, Director of the Eccles Library at Univ. of Utah and chairman of the committee developing a proposal for telefacsimile use in the region, presented a thorough overview of the technology, criteria to examine in selecting a system, and implications and logistics of use for document delivery in the region.

---OCLC OFF-SITE BORROWING

Mechanics of OCLC ILL libraries borrowing by proxy for non-OCLC libraries were discussed. Alternative of Group Access, as CCML is doing, was also suggested.

---SMALL-GROUP DISCUSSIONS

1. Materials to be included in marketing kits distributed to nodes in the RML4 Network.
2. Developing relationships between Network and multi-type library networks.
3. Methods of communicating with health professional and health science library organizations.