

# CONNECTICUT ASSOCIATION OF HEALTH SCIENCE LIBRARIES

## CHECK LIST FOR ADMINISTRATION OF HEALTH SCIENCE LIBRARIES

SIZE OF HOSPITAL: \_\_\_\_\_ BEDS.

YES

PLANNED

NO

### I. THE LIBRARY - ADMINISTRATION - GENERAL

1. Is the library a department.

2. Is the librarian a Department Head.

D.

### II. THE LIBRARY - ADMINISTRATION - STAFF

✓ 1. Is the Librarian a salaried employee.

2. Is the Librarian's performance evaluated and compensated.

✓ 3. Is the Librarian freed and compensated for continuing education.

✓ 4. Does the Librarian select and evaluate library staff.

✓ 5. Is the present staff adequate for the library.

✓ 6. Is there continuing education for the staff.

7. Is there a written staffing schedule for the department.

### III. THE LIBRARIAN - ADMINISTRATION - POLICY AND PROCEDURE

1. Does the library have a policy and procedures manual.

✓ 2. Does the Librarian have the responsibility for the development of the library's policy and procedures.

3. Is the policy and procedures manual revised regularly.

4. Records and reports

a. Does the Librarian write an annual report.

b. Does the library have a list of articles the staff has published.

c. Does the Librarian keep statistics on circulation of books, journals and audio-visual software.

use of audiovisuals and AV equipment

	YES	PLANNED	NO
acquisitions of resource material	_____	_____	_____
purchases other than supplies/materials	_____	_____	_____
interlibrary loans	_____	_____	_____
exchanges	_____	_____	_____
gift	_____	_____	_____
copy machine use	_____	_____	_____
reference questions/bibliographies	_____	_____	_____
✓ 5. Is there a Library Committee.	_____	_____	_____
✓ 6. Is the Library Committee representative of the institution .	_____	_____	_____
✓ 7. Does the Library Committee			
a. make policy recommendations	_____	_____	_____
b. assist the Librarian in making purchase decisions	_____	_____	_____
c. meet at least quarterly	_____	_____	_____

#### IV. THE LIBRARY – ADMINISTRATION – BUDGET

✓ 1. Is the budget prepared by the Librarian.	_____	_____	_____
✓ 2. Is the budget presented to administration by the Librarian	_____	_____	_____
3. Is the budget reviewed by the Library Committee.	_____	_____	_____
✓ 4. Within the approved budget, is the Librarian authorized to make expenditures.	_____	_____	_____
✓ 5. Is the budget allocation adequate to meet the needs of the institution.	_____	_____	_____
✓ 6. Is there a budget item for			
a. Travel and attendance to professional meetings and courses.	_____	_____	_____
b. Membership in professional organizations.	_____	_____	_____
7. Does the Librarian receive departmental fiscal reports regularly.	_____	_____	_____
8. Does the Librarian have responsibility for the disposition of gifts, donations, memorials and other funding designated for the library.	_____	_____	_____

## V. THE LIBRARY – COLLECTION – SELECTION

YES

PLANNED

NO

1. Does the library have a written selection policy.
2. Does the Librarian have a major role in developing selection policy.
3. Is the selection policy flexible.
4. Does the Librarian receive input on selection from
  - a. Library Committee
  - b. Director of Medical Education
  - c. Medical Staff
  - d. Nursing Staff
  - e. Department Heads
  - f. Other hospital personnel
5. Does the Librarian plan ahead on the basis of the hospital's future plans for education or research programs.
6. For selection purposes does the library consult
  - a. Brandon list
  - b. Stearns and Ratcliffe list
  - c. Yast list
  - d. Index Medicus
  - e. Other lists
7. Does the library have a materials retention policy.
8. Are "suggestions for purchase" request forms readily accessible.

## VI. THE LIBRARY – COLLECTION – ACCESS

1. Is the library accessible at all times.
2. Is the library available to all members of the institution.
3. Is the library available to the health personnel and other qualified members of the community.
4. Is the collection systematically arranged.
5. Is there a shelf list.
6. Does the library bind journals regularly or are the journal back files in microform.
7. Are unbound journals systematically arranged.

YES

PLANNED

NO

**VII THE LIBRARY – COLLECTION – AUDIOVISUAL MATERIALS**

1. Does the library handle the AV software for the hospital.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Is there space in the library for storage and use of audiovisual equipment and materials.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Does the library

a. borrow audiovisual materials

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. lend audiovisual materials

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VIII THE LIBRARY – SERVICES – CIRCULATION**

1. Does the library have a written circulation policy.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Does the library have a mechanism for retrieving overdue books.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Is there a method of compensation to the library for lost books.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IX THE LIBRARY – SERVICES – REFERENCE**

1. Does the library

a. accept phone reference questions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. refer questions to other libraries

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. provide interlibrary loan services for its users

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d. provide interlibrary loan to other libraries

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e. compile bibliographies

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f. check citations

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

g. provide selective dissemination of information

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

h. provide library orientation sessions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

i. provide written user guide

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Is there unlimited use of toll telephone available to the library.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**X THE LIBRARY – FACILITIES**

1. Is the location of the library convenient for the greatest number of its users.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Does the library have

a. space enough for its users

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. space enough for its staff

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. enough space for the collection

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

YES PLANNED NO

3. Is there well-positioned space for technical processes.
4. Is there a copy machine in the library.
5. Is the library facility appropriately quiet.
6. Is the library well-lighted.
7. Is the library floor carpeted.
8. Is the temperature in the library generally comfortable.
9. Is shelving and furniture adequate.
10. Does the Librarian have a place where business can be conducted.
11. Does the library have growth capability.
12. Is the library facility used exclusively for library purposes.

## XI THE LIBRARY - RELATIONSHIP TO THE INSTITUTION

- ✓ 1. Is the Librarian a member of institutional committees other than the Library Committee:
  - a. Educational
  - b. Other
2. Is the Librarian invited to attend other meetings of committees of which she is not a member.
3. Does the Librarian meet regularly with administration.
- ✓ 4. Does the library provide materials for the continuing education programs in the institution.
- ✓ 5. Does the library have users in the non-medical departments of the institution.

## XII THE LIBRARY - RELATIONSHIP WITH OTHER LIBRARIES

1. Does the library request document delivery from other "basic unit" libraries within the state.
2. Is the library a member of either a formal or informal consortia.
3. If so, are all the biomedical libraries in your geographic district encouraged to join.

	YES	PLANNED	NO
4. Does the library have a cooperative acquisition program, informal or formal, with other "basic unit" libraries.	_____	_____	_____
5. Does the library use either of the medical school libraries in Connecticut for document deliver service.	_____	_____	_____
6. Does the library use either of the medical schools for reference service, including Medline.	_____	_____	_____
7. Does the library deal with libraries not within the BCN but within the state.	_____	_____	_____
8. Does the library deal with libraries not within the BCN but outside of Connecticut.	_____	_____	_____
9. Does the library belong to any regional library cooperative group outside the biomedical field.	_____	_____	_____
10. Does the institution belong to			
a. Connecticut Association of Health Sciences Libraries	_____	_____	_____
b. Medical Library Association	_____	_____	_____
11. Does the Librarian have personal membership in			
a. Connecticut Association of Health Science Libraries.	_____	_____	_____
b. Medical Library Association	_____	_____	_____
Does the library meet the needs of the entire institution.	_____	_____	_____

June 1973

CONNECTICUT REGIONAL MEDICAL PROGRAM

REVISED SUGGESTED MINIMUM GUIDELINES FOR  
CONNECTICUT HOSPITAL HEALTH SCIENCE LIBRARIES

2ND EDITION

In 1971 the Joint Commission on Accreditation of Hospitals (JCAH) revised its Standards for Accreditation. Both the original and revised Standards mandated a professional library as one of the essential elements for accreditation. While the revised Standards are more explicit than the original, so far as library services are concerned, the Standards do not offer the national audience the detailed outline which hospital administrators in Connecticut have found helpful in developing and maintaining a viable hospital health science library in their institutions.

These Guidelines, therefore, originally offered in 1970 and revised in 1973, offer the Connecticut Regional Medical Program's Technical Advisory Committee on Library Service views on a variety of specific elements which it feels will assist in maintaining each and every Connecticut community hospital's record of full accreditation intact.

The Committee, composed of dentists, hospital administrators, medical librarians, nurses, and practicing physicians, cautions that these Guidelines are predicated on the existence of a single, health science library in each community hospital which will be responsive to the information needs of the community's health practitioners.

The operation of a school for health practitioners by the hospital, or the presence of resident students, imposes further requirements. These requirements may be found in publications of the accrediting bodies of the health programs concerned.

	H O S P I T A L       S I Z E			
	Category A Up to 200 beds	Category B 200-400 beds	Category C 400-600 beds	Category D Over 600 beds
<u>Library Staff</u> <sup>(1)</sup>	½ time employee (20 hrs./week)	1 full-time employee	1 professional medical li- brarian + 1 clerk	2 Professional med- ical librarians + 1 full-time clerk. Add full or p.t. personnel to offer 70 hours of staffed library ser- vices per week.
<u>Collection</u>				
Books <sup>(2)</sup>	200	400	600	700

	HOSPITAL SIZE			
	<u>Category A</u> <u>Up to 200 beds</u>	<u>Category B</u> <u>200-400 beds</u>	<u>Category C</u> <u>400-600 beds</u>	<u>Category D</u> <u>Over 600 beds</u>
+ annual purchase	30	50	100	125
Journals (current subscriptions)	50	75	125	175
Audio Visuals	Optional	Optional	Optional	Optional
	(Approximately 20% additional to annual book purchases)			
<u>Indexes</u> (3)				
Abridged Index Medicus	Yes	Optional	Optional	Optional
Cumulated Index Medicus	Yes	Yes	Yes	Yes
Hospital Literature Index	Yes	Yes	Yes	Yes
Index to Dental Literature*	Optional	Optional	Optional	Optional
Index Medicus	Optional	Recomm.	Yes	Yes
International Nursing Index	Yes	Yes	Yes	Yes

\* Becomes mandatory when the hospital has an on-site Dental Clinic and/or active oral surgery internship/residency program.

Binding or microforms 25% of currently received subscriptions

(At least five year runs of unbound and ten year runs of bound volumes to be kept in the library).

#### (1) Library Staff

All primary library staff, i.e., those in charge of the library for at least 20 hours per week, should attend at least one (1) sponsored library workshop, meeting, or seminar and/or complete one (1) academically based course in library science per year as a means of providing for their own continuing educational needs.

The hospital health science library should have the same organizational placement as those other units which the JCAH has identified as essential



for accreditation. The number and kind of individuals supervised, if any, should not differentiate the hospital health science librarian administratively from such peer positions as dietician, medical records supervisor, pharmacist, social services director, etc., all of whom contribute by their own expertise to the quality of patient care in the institution.

Those hospitals in categories C and D should give serious consideration to having their health science librarian qualify for Medical Library Association Grade I certification. In the case of personnel changes or additions, MLA certification is a desirable criterion for employment.

(2) Books

Each hospital library should contain a core collection chosen by the Hospital Library Committee as best meeting the needs for current, comprehensive and authoritative literature of the various health professionals and health-related occupational groups for whom the Library serves as a resource. The Committee may endorse pre-selected and published core collections such as those by Stearns, Brandon, Yast and others, or it may establish its own. Locally chosen collections should reflect the same concern for currency, comprehensiveness and authority as do the published collections.

(3) Indexes

Hospitals of more than 400 beds (categories C and D) and those which have residential on-going programs in health education should consider including the following special indexes among their basic book collection:

1. Quarterly Cumulative Index Medicus 1927-1956
2. Current List of Medical Literature, 1950-1959
3. Cumulative Index to Nursing Literature, 1959-1966
4. Nursing Studies Index, 1900-1959

Consideration should be given to physically segregating a core collection from the balance of the collection in order to assist users in quickly finding an authoritative work in each field.

Library Services

Consistent with JCAH Standards the hospital library should provide:

Reference service: This would include both ready reference (directory, dictionary, handbook, etc.) and bibliographic reference service.

(Bibliographies from AIM, IM, et al, MEDLINE referral, and simple manually prepared bibliographies from multiple sources present in the hospital library.)

**Document Delivery:** This would include local circulation or photocopy service as well as routine referrals to external sources by accepted telephone or mail interlibrary loan request procedures.

**Audiovisual Services:** This would include the full range of library responsibilities for non-print as well as of printed material or where there is an established, separate office for audiovisual resources and services, evidence of close ties to that activity.

**Special Services:** Non-teaching community hospitals of less than 400 beds may and others should provide at least one (1) of the following special services:

1. Current awareness programs such as -  
Library newsletter listing acquisitions (quarterly or more often)  
Selective dissemination of information program
2. Bibliographic verification of citations in staff generated professional papers, articles, books.
3. Development and conduct of library orientation programs for new staff members.
4. Compilations of book reviews, at least for expensive or unusual requests for acquisitions.
5. Translations or developing and maintaining current list of translation sources.
6. Development and maintenance of current sources of non-health science information.

#### Hours of Operation

All libraries, though not necessarily attended all of the time, should be accessible to the population they serve 24 hours per day.

#### Physical Plant

The hospital library should not be used for conferences or meetings or be located in a restricted area.

#### Reader Seating Space

Adequate seating to meet the needs of the professional staff, health workers and health students affiliated with the hospital.

Work Space (enclosed)

150 sq. ft. per employee, including part-time personnel.

Shelving

Journal display - five linear feet for every four current subscriptions.

Books/bound volumes- five books per linear foot (about 100 books per standard three foot section).

The Library Committee

1. Membership

The person responsible for daily library operations should be a permanent member of the hospital library committee. Other members should be selected from the services represented in the hospital, one of whom to be designated Chairman. Selection criteria for membership might be weighted in favor of those actively involved with in-service and continuing educational programs. Administrative and allied health departments should not be overlooked. Staggered terms or rotational representation are preferred to an overly large committee, especially in those hospitals engaged in teaching and research.

2. Meetings

The Hospital Library Committee should meet at least quarterly. More frequent meetings are desirable and may be necessary to insure the adequacy and currency of the collection.

JAT/lp

SUGGESTED MINIMUM GUIDELINES FOR  
CONNECTICUT HEALTH SCIENCE LIBRARIES

These Guidelines have been established by the Connecticut Regional Medical Program's Technical Advisory Committee on Library Services which is composed of dentists, hospital administrators, medical librarians, nurses, and practicing physicians. These Guidelines are predicated on the existence of a single, health science library in each community hospital which will be responsive to the information needs of the community's health practitioners.

The operation of a school for health practitioners by the hospital, or the presence of resident students, imposes different requirements. These requirements may be found in publications of the accrediting bodies of the health programs concerned.

	H O S P I T A L                      S I Z E			
	- A - Up to 200 beds	- B - 200-400 beds	- C - 400-600 beds	- D - Over 600 beds
<u>Library staff</u>	$\frac{1}{2}$ time employee (20 hrs./week)	1 full-time employee + p.t. clerk	1 profes- sional medical librarian + p.t. clerk	2 professional medical lib- rarians + 1 full-time clerk. Add 1 trainee or p.t. lib- rarian per 50 beds over 700
<u>Collection</u>				
Books *	100	300	500	600
+ annual purchase	30	50	80	100
Journals (current subscriptions)	40	60	100	150
<u>Indexes **</u>				
Abridged Index Medicus	Yes	Optional	Optional	Optional
Cumulated Index Medicus	Yes	Yes	Yes	Yes
Hospital Literature Index	Yes	Yes	Yes	Yes
Index Medicus	Optional	Recom.	Yes	Yes
Index to Dental Literature	Yes	Yes	Yes	Yes
International Nursing Index	Yes	Yes	Yes	Yes
Binding or microforms	25% of currently received subscriptions			

(At least 5 year runs of unbound and 10 year runs of bound volumes to be kept in the library).

\* Each hospital library should contain a core collection chosen by the Hospital Library Committee as best meeting the needs for current, comprehensive and authoritative literature of the various health professionals and health-related occupational groups for whom the Library serves as a resource. The Committee may endorse pre-selected and; published core collections such as those by Stearns, Brandon, Yast and others, or it may establish its own. Locally chosen collections should reflect the same concern for currency, comprehensiveness and authority as do the published collections.

\*\* Hospitals of more than 400 beds (categories C and D) and those which have residential, on-going programs in health education should consider including the following special indexes among its basic book collection:

1. Quarterly Cumulative Index Medicus 1927 - 1956
2. Current List of Medical Literature, 1950 - 1959
3. Cumulative Index to Nursing Literature, 1959 - 1966
4. Nursing Studies Index, 1900 - 1959

Serious consideration should be given to physically segregating a core collection from the balance of the collection in order to assist users in quickly finding an authoritative work in each field.

#### Hours of Operation

All libraries, though not necessarily attended all of the time, should be accessible to the population they serve 24 hours per day.

#### Physical Plant

The hospital library should not be used for conferences or meetings or be located in a restricted area.

#### Reader seating space

10% of the professional staffs, health workers and health students affiliated with the hospital.

#### Work space (enclosed)

150 sq.ft. per employee, including part-time personnel.

#### Shelving

Journal display - 5 linear feet for every 4 current subscriptions  
Books/bound volumes - 5 books per linear foot (about 100 books per standard 3 ft. range).

## The Library Committee

### 1. Membership

The person responsible for daily library operations should be a permanent member of the hospital library committee. Other members should be selected from the services represented in the hospital, one of whom to be designated Chairman. Selection criteria for membership might be weighted in favor of those actively involved with in-service and continuing educational programs. Administrative and allied health departments should not be overlooked. Staggered terms or rotational representation are preferred to an overly large committee, especially in those hospitals engaged in teaching and research.

### 2. Meetings

The Hospital Library Committee should meet at least quarterly. More frequent meetings are desirable and may be necessary to insure the adequacy and currency of the collection.

## FINANCING HEALTH SCIENCE LIBRARIES

The following cost factors are offered as being representative for each category. These figures are as of April 1970 and will give those interested in Connecticut health science libraries some idea of the financial dimensions of the Suggested Minimum Guidelines.

### SALARIES

Professional Medical Librarian	\$9,000.00 per year
Non-professional librarian	6,000.00 per year
Clerical Assistant	4,400.00 per year

### MATERIALS

Books (average)	22.50
Journal subscriptions (average)	21.00
Binding (average)	5.25 per volume
Microfilm (average)	5.00 per volume
Supplies (all types)	.50 per year per book -
	100.00 per year minimum

The following average annual budgets are based on the above:

	- A - <u>Up to 200</u> <u>beds</u>	- B - <u>200-400</u> <u>beds</u>	- C - <u>400-600</u> <u>beds</u>	- D - <u>Over 600</u> <u>beds</u>
<u>Salaries</u>	\$3,000.00	\$8,200.00	\$11,200.00	\$22,400 on up
<u>Materials</u>				
Books	675.00	1,125.00	1,800.00	2,250.00
Journals	840.00	1,260.00	2,100.00	3,150.00
Indexes *	173.50	198.50	198.50	198.50
Binding	52.50	78.75	131.25	199.50
Supplies	100.00	175.00	290.00	350.00
Sub-total materials	1,841.00	2,837.25	4,519.75	6,148.00
Total salaries & Materials	4,841.00	11,037.25	15,719.75	28,548.00 on up

* AIM	\$12.00 per year
CIM	90.50 per year
HLI	10.00 per year
IMI	63.00 per year
IDLI	20.00 per year
INI	15.00 per year

\$210.50