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## CONNECTICUT ASSOCIATION OF HEALTH SCIENCE LIBRARIES

# CHECK LIST FOR ADMINISTRATION OF HEALTH SCIENCE LIBRARIES

· 1987年 - 1984年	SIZE OF HO	OLITAL.	_ BEDS.
	YES	PLANNED	NO
. THE LIBRARY – ADMINISTRATION – GENERAL			
1. Is the library a department.	egy <del>-ye-desired to the property of the second to the secon</del>	phopolical data discussive constitutions	Extended Company and Company a
2. Is the librarian a Department Head.	<u></u>	aller to go Malayana di Alayana, ila di Alayana	
Do			
THE LIBRARY – ADMINISTRATION – STAFF			
1. Is the Librarian a <u>salaried</u> employee.		And the second s	
2. Is the Librarian's performance evaluated and			
compensated.			
∨3. Is the Librarian freed and compensated for			
continuing education.	- 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 1444 - 144		
∨4. Does the Librarian select and evaluate			
library staff.	100 (40 miles no - 10 miles no	Million and common manufacture and its ophysiological LEAN AND III	
∨5. Is the present staff adequate for the library.		FRANCE CHORES AND	SERVICE CONTRACTOR OF THE SERVICE CONTRACTOR
✓ 6. Is there continuing education for the staff.			WALLEST THE STATE OF THE STATE
7. Is there a written staffing schedule for the			
department.	Berger Char Hill Char Albeita Mah	emente en	
THE LIBRARIAN - ADMINISTRATION - POLICY AND PROCEDUR	RE		
1. Does the library have a policy and procedures			
manual.	Philippe November and Addition		
✓ 2. Does the Librarian have the responsibility for			
the development of the library's policy and			
procedures.	4.000		
3. Is the policy and procedures manual revised regularly.	4		
4. Records and reports	;		
a. Does the Librarian write an annual report.			
b. Does the library have a list of articles	11:		
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	- Carron		

		YES	PLANNED	No
acquisitions of resource material		* # .i		
purchases other than supplies/materials			And the control of th	<u> </u>
interlibrary loans		DOMANGE CHROSTON AND AND AND AND AND AND AND AND AND AN	Committee and the second	
exchanges			Character and Control of the Control	
gift		Combining or hand the Combining of	When the Annahus and the William or which	***************************************
copy machine use		almortalistics on the assessment of the	Plant for manage substant amount arings	Contraction on the second
reference questions/bibliographies			decreased and programme and a second programm	
✓ 5. Is there a Library Committee.			Minimal Part Colorana Angua	ST THE STATE OF TH
∠6. Is the Library Committee representative of	of the			
institution.				
			CAMPINE TO AND PURSUE AND STATE STATE OF THE	**************************************
√7. Does the Library Committee				
a. make policy recommendations		######################################	WITH STREET WAS A STREET, STRE	
b. assist the Librarian in making purcha	se			
decisions		449-9449 <del>-000</del>	Physical Address of the Section of t	
c. meet at least quarterly		**************************************	(Pillemannenskiphykoloniarings	working the second special
THE LIBRARY - ADMINISTRATION - BI	JDGET			
1. Is the budget prepared by the Librarian.		Company of the Compan	BERMANNAMON THE BECOME COMP	THE STATE OF THE S
2. Is the budget presented to administration Librarian	by the		COMMITTEE CO. CALLED STATES	, <del>8-1716-Sale-Sa</del> cros de propins
3. Is the budget reviewed by the Library Con	amittee.			
•			MANUTATION AND AND AND AND AND AND AND AND AND AN	//NO/
4. Within the approved budget, is the Libraria authorized to make expenditures.	an			
		Maria Caralle Control Caralle	APPIC (MANAGEMENT) AND	## <del>***********************************</del>
<sup>V</sup> 5. Is the budget allocation adequate to meet needs of the institution.	the	PROTOTY OF VIEW AND	Maria A chariff (Spin) a spin	almonrouse make to be a financial consistence on a so
√ 6. Is there a budget item for				
a. Travel and attendance to professional meetings and courses.	Avvis			
b. Membership in professional organizatio	ns.	- Signature of the state of the	1900 * m to grande they year, a week and	Stranda Complete quantum program grapes o grapes
7 D. A. I.				
<ol> <li>Does the Librarian receive departmental fise reports regularly.</li> </ol>	scal		erritte dat film i de film kongres de la gregorio	NOR AND CONTRACTOR STORE
8. Does the Librarian have responsibility for the second state of the second se	ihe			

disposition of gifts, donations, memorials and other funding designated for the library.

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Ţ.	THE LIBRARY - COLLECTION - SELECTION	YES	PLANNED	NO
	1. Does the library have a written selection policy.	·.	entre de la companione de	columned with collect the collection of the coll
	2. Does the Librarian have a major role in developing selection policy.		WALESTER REPORT PROTECTION OF THE PROTECTION OF	
	3. Is the selection policy flexible.			
-		high matter of the plant and any state of the state of th		CONTRACTOR OF THE PROPERTY OF
	4. Does the Librarian receive input on selection from			
	a. Library Committee			Marie Company of the
	b. Director of Medical Education		CONTRACTOR OF THE PARTY OF THE	Charles and Charles
	c. Medical Staff	EX. THE STATE OF T	Description of the second seco	
	d. Nursing Staff	ALTONOMIA STATE OF THE STATE OF		wheels and Address and Control
	e. Department Heads		territ 15 brokkenste deur bestere versennen kanner.	
	f. Other hospital personnel	Mayoring the state of the state		
	5 Dong the Libertina of the Control		*	
	5. Does the Librarian plan ahead on the basis of the			
	hospital's future plans for education or research			
	programs.	Antide Nation - Park - Mille Collection for contract		***************************************
,	6. For selection purposes does the library consult			
	a. Brandon list	VANCO	WWW.	By a real year response and below
	b. Stearns and Ratcliffe list		MINISTER WEST CONTRACTOR OF THE PROPERTY OF TH	Apply March Company of
	c. Yast list	ALEXT MANAGEMENT OF STREET	PRE-Ignicial culture records and publishing	Serveral description of the server of the se
	d. Index Medicus	Www.eleccoccus.co.co.co.co.co.co.co.co.co.co.co.co.co.	**************************************	Navabald resources and special
	e. Other lists	Martin Company of the		Windowsky America (Africa) accounts
,	7. Does the library have a materials retention policy.	apropromoter according to the Copy of Helitope	examination for the second of	
8	8. Are "suggestions for purchase" request forms readily accessible.	alle for minute by many and many and many		
Œ.	THE LIBRARY - COLLECTION - ACCESS			
1	I. Is the library accessible at all times.	Marine this country have a standard or	encount of the relieve	WHAT WAS AND THE SAME
2	2. Is the library available to all members of the institution.			
3	3. Is the library available to the health personnel and		the state of the s	- Appeler de la Principal de l
	other qualified members of the community.		***************************************	
4	. Is the collection systematically arranged.	gargega paya in an internal managan paga paga paga pangan pangan pangan pangan pangan pangan pangan pangan pan	Make one could oppose the last of the last	S
5	. Is there a shelf list.			American de proceso de 1970.
6	<ul> <li>Does the library bind journals regularly or are the journal back files in microform.</li> </ul>	Commission of the Association of		#ESSYSTEMACE and address of the parties or a
7	. Are unbound journals systematically arranged.	attiva managan pangan atau	,	· ·

and the second s			YES	PLANNED	NG
					NO
JII. THE LIBRARY - COLLECTION	I – AUDIOVISUAL MA	TERIALS			
1. Does the library handle the AV	software for the hospita	ıl.	entual/Service/definent assess washed/hoxered	Committee of the Commit	<del></del>
2. Is there space in the library for audiovisual equipment and mate	storage and use of erials.		m) desper-tr-frame(tizzonogya	NATION CONTRACTOR AND ADMINISTRATION	PŠierijanija kija kija kija kija kija kija kija k
3. Does the library					
a. borrow audiovisual materi	iale				
b. lend audiovisual materials				ACTION FOR THE RESIDENCE AND ADDRESS OF THE SECOND	
have a second and the		•		and the second s	Name and Additional Section Sec
III. THE LIBRARY – SERVICES – (	CIRCULATION				
1. Does the library have a written	circulation policy.		eiragh Collings PW rechessances	MATERIAL Street spherodology group .	was to the state of the state o
<ol><li>Does the library have a mechan due books.</li></ol>	nism for retreiving over-		laikraniska arczonia ocamania dal	NO-TO THE CHIEF COLUMN ASSESSMENT	No objects or consistency to consistency and consistency
3. Is there a method of compensation lost books.	tion to the library		NASON CHROMONIC CONTROL	*LECONY TOTAL AND	Market Market And Angeles
TX THE LIBRARY – SERVICES – F	REFERENCE				
1. Does the library					
a. accept phone reference que	estions				
b. refer questions to other lit		NC.		Miles de la composition della	THE PERSON NAMED AND ADDRESS OF THE PERSON NAMED AND ADDRESS O
c. provide interlibrary loan se		A.	THE REAL PROPERTY AND ADDRESS OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN	Very & Comments of Comments	Part State State of Taxable State of Tax
d. provide interlibrary loan to		_	**************************************	William St. of S	
e. compile bibliographies		***	TOTAL TOTAL CONTRACTOR	Water Company of the	POST CONTRACTOR   100
f. check citations		-		And the second section of the Annual Section (Assert Annual Section Section Section Section Section Section Sec	
g. provide selective dissemina	tion of information	mod	Control of the second	Marie San	Maria de la Companya
h. provide library orientation	sessions	~	The second secon	Company Incompany of Company Commen	<del>Mirror and Constructions</del>
i. provide written user guide	· · · · · · · · · · · · · · · · · · ·	tica		Management of a state of the latest and the second of the	
C		and a	The state of the s	Marketon Co. Marketon Co.	
2. Is there unlimited use of toll tel-	ephone available				
to the library.					
THE LIBRARY – FACILITIES		•		6-Millindraggary - Latti Villane	
1. Is the location of the library cor	wenient for the	12. 12. 1			
greatest number of its users.	a possecsa a US a ESC				
			The state of the s	THE ROLL OF THE WAY THE WAY THE WAY TO SHARE IT SHAPE	-
2. Does the library have					
a. space enough for its users					
b. space enough for its staff		ACCOUNTS AND ACCOU		gament de la company de la com	
c. enough space for the collect	tion			and that I have been proposed as the hope of the second	
<u>.</u>					

	YES	PLANNED	NO
3. Is there well-positioned space for technical processes.		aller anner d'arratte que d'arratte d'arratte d'arratte d'arratte d'arratte d'arratte d'arratte d'arratte d'ar	<u> </u>
4. Is there a copy machine in the library.	44-49-40-40-40-40-40-40-40-40-40-40-40-40-40-	distribution of the COM	eraccore wheel Microsoft resident
5. Is the library facility appropriately quiet.	ACREMICATION OF THE ACCESSOR	diagnostico, contraction contr	programme and the second
6. Is the library well-lighted.			
7. Is the library floor carpeted.	ghold Communications and Planta	disp-minereproceptive-carries	
8. Is the temperature in the library generally comfortable.		чунундуралган также самент баш	Communication (Company) (Company)
9. Is shelving and furniture adequate.	maxim-neuroscol from rule &PANP-suffi	No. of Concession, Spirited Spirited	شدند تورندم دارا <u>ن به داران دراند</u>
10. Does the Librarian have a place where business can be conducted.		and all the second comments are	MARIE STAN SELVEN SECTION PROPERTY ABOVE
11. Does the library have growth capability.	galante de la companya del companya de la companya de la companya del companya de la companya de	dear or a hear the distribution of the community of the c	NAME OF THE PERSON OF THE PERS
12. Is the library facility used exclusively for library purposes.	MA MATERIAL	wysys i cedynal ist district opinion prome	- Victoria de misso d
THE LIBRARY - RELATIONSHIP TO THE INSTITUTION		and william a	
<ul> <li>1. Is the Librarian a member of institutional committees</li> <li>other than the Library Committee:</li> <li>a. Educational</li> <li>b. Other</li> </ul>			
2. Is the Librarian invited to attend other meetings of committees of which she is not a member.		with a first contract and a second contract A 100	циуур разамынын сааста
3. Does the Librarian meet regularly with administration.	gagaganian musuuddhingii iniyaan		
✓ 4. Does the library provide materials for the continuing education programs in the institution.	and the Communication of the C		
▶5. Does the library have users in the non-medical departments of the ir	istitution.		40.44 (200-44)
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 acquistion program, informal or formal, with other "basic unit" libraries.	- A A A A A A A A A A A A A A A A A A A			
5. Does the library use either of the medical scho	not			
libraries in Connecticut for document deliver service.	, 01	вый инститиција филосија (д	principal Color Service and Color Service Serv	
5. Does the library use either of the medical school	ls			±3
for reference service, including Medline.		Manual Address of the Manual Science of Confession (Confession of Confession of Confes	7 <sup>844,5</sup> фическия сключения	The state of the s
7. Does the library deal with libraries not within the	he			7
BCN but within the state.		All a second completely of the contract of the	stampings of highlights an even	
8. Does the library deal with libraries not within the	he			
BCN but outside of Connecticut.		Provided to such cases of the Arthur	All the second All the decree of	
9. Does the library belong to any regional library				***
cooperative group outside the biomedical field.		P. 444-Base - 444-1-276-in-2004 of Ground Science	AN COMMENTAL OF THE CONTROL OF THE C	th On the State of
0. Does the institution belong to				
a. Connecticut Association of Health Science Libraries	<b>:</b> S	CACA-MANAGARA ANGARA	CONTRACTOR OF THE PROPERTY OF	физиченный поставления и п Поставления и поставления и по
b. Medical Library Association		HIA YERV-CP* CACEPSACII VAN GEDININ	CCMCOPMENTATIONAL COMPANY (SPAN)	
1. Does the Librarian have personal membership i a. Connecticut Association of Health Science				į.
Libraries. b. Medical Library Association		PROPERTY MEDICAL DESCRIPTION OF THE PROPERTY O	MEA-7834; i Stanforder Brestadica	pl .
o. Memeal Ciolary Association		alp (3) kglacijdeinem 2-400-mile die delegensperk	Мания то сонований учений учений и и и и и и и и и и и и и и и и и и	
Does the library meet the needs of the entire institu	ution.	**************************************		
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#### 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.

	HOSPITAI		Cala man 7
	Category A Category B Up to 200 beds 200-400 beds	Category C 400-600 beds	Category D Over 600 beds
Library Staff (1)	½ time employee 1 full-time (20 hrs./week) employee	l professional medical li-	2 Professional med- ical librarians + 1
		brarian + 1 clerk	full-time clerk. Add full or p.t. personnel
			to offer 70 hours of staffed library ser- vices per week.
Collection			
Ecoks (2)	200 /400	600	700

**************************************	'	HOSPITAL	SIZE	
. ( <u>u</u>	Category A p to 200 beds	Category B 200-400 beds	Category C 400-600 beds	Category D Over 600 beds
+ annual purchas	e 30	50	100	125
Journals (curren subscriptions)	t. 50	75	125	<b>17</b> 5
Audio Visuals	Optional (Approximatel	Optional y 20% additiona	Optional 1 to annual boo	Optional ok purchases)
Indexes (3)		-		
Abridged Index Medicus	Yes	Optional	Optional	Optional
Cumulated Index Medicus	Yes	Yes	Yes	Yes
Hospital Litera- ture 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

<sup>\*</sup>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
- Current List of Medical Literature, 1950-1959
   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 <u>ready reference</u> (directory, dictionary, handbook, etc.) and <u>bibliographic reference</u> 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.
- Translations or developing and maintaining current list of translation sources.
- 6. Development and maintainance 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.

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# 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.

	но	SPIT	A L	SIZE		
	- A -		В -	- C -	- D -	
:	Up to 200 be	ds 200	-400 beds	400-600 beds		<u>is</u>
Library staff	$\frac{1}{2}$ time employ (20 hrs./w	eek) emp	ull-time loyee + . clerk	1 profes- sional medical	2 professional medical lib-rarians + 1	
				librarian + p.t. clerk	full-time cler Add 1 trainee or p.t. lib- rarian per 50 beds over 700	k.
Collection						
Books *	100	. 3	100	500	» 600	
+ annual purch	ase 30		50	80	100	
Journals (curr subscription			60	100	150	-
Indexes **	· · · · · · · · · · · · · · · · · · ·					
Abridged Index Cumulated Index	x Medicus	Yes Yes	Optional Yes		Optional Yes	
Hospital Litera	ature Index	Yes	Yes	Yes	?es	
Index Medicus		Optional	Recom.	Yes	'es	
Index to Dental	4,224	Yes	Yes	Yes y	Ces	•
International 1	Wursing Index	Yes	Yes	Yes	es .	
Binding or mich	oforms	25% of c	urrently re	eceived subscri	ptions	

(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 Operationen

All libraries, though not necessarily attended all of the time, should do 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
	444	

100.00 per year minimum

The following average annual budgets are based on the above:

	- A -	- B -	- C -	- D -
·	Up to 200	200-400	400-600	Over 600
	<u>beds</u>	<u>beds</u>	beds	<u>beds</u>
Salaries	\$3,000.00	\$8,200.00	\$11,200.00	\$22,400 on up
Motorial				
Materials			********	121.111.
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	193.50	198.50	198.50
Binding	52.50	78.75	131.25	199.50
Supplies	100.00	175.00	290.00	350 <b>.</b> 00°
		2,3,00	230400:	330100
` Sub-total materials =	1,841.00	2,837.25	4,519.75	6,148.00
Total salaries & Material	A 941 00	11 027 25	. 15 710 75	29 549 00
iotal salalles & material.	4,041.00	LL9031.23.	. T7'17'7'	on up :
				on up

AIMIH	\$12.00 per year_:
CIMO	90.50 per year
HLIM	10.00 Oper year:
IMII	63.00 per year
IDIOI	20.00 per year
INL	15.00 per year

\$210.50