HEALTH SCIENCES LIBRARY COOPERATIVE OF MAINE
AGENDA
DECEMBER 20, 1973

I. Secretary-Treasurer's Report
   Rebecca Larsen

II. Information Systems
   (Evaluation of Services)
   Shirley Lewis

III. Union List of Journals & Questionnaire

IV. Medline (Togue)
    Melda Page

V. Scheduling of Next Meeting

VI. Project Activities
    Committees
    Expanded Interlibrary Loans
    Rapid Delivery of Interlibrary Loans
    Rapid Communications Systems
    Catalog Card Production
    Mutual Notification of Purchase
    Joint Purchasing
    Establishment of Central Resource Center
    Personnel Training Programs
    Union Catalog of Monographic Holdings
    State of Maine Materials Exchange
    Reciprocal Borrowing Privileges
    Reference Services
    Clearing House for Information
    Publications
MINUTES
of the
HEALTH SCIENCES LIBRARY COOPERATIVE OF MAINE
MEETING
December 20, 1973

The meeting held at the Augusta General Hospital was chaired by the
president, Gabriel Kirkpatrick. Scheduled for 11:00 AM the opening was
slightly delayed since driving conditions were poor. (List of attendance attached.)

The treasurer’s report was read showing deposits of $90.00 with $10.00
more to be added. There have been requests that invoices be sent to the
libraries that have expressed an interest in joining to put the billing on
a more business like basis.

Cathy Smith suggested that with the invoice should go the minutes of this
meeting and a firm reminder that membership means a contribution not only of
money, but of actual participation, also. She felt that dividing the state into
regions with a person in each who could make individual contacts by phone would
be a good way to keep the organization active.

Shirley Lewis has worked out an excellent plan for keeping statistics on the
activities of the cooperative for the first year. She designed three forms
(attached.) The first would reflect any information sent to other members, the
second would show information requested and received by a member, while the
third would indicate other types of contacts. Shirley explained the forms in
detail. Discussion centered mostly on “charges” with no definite conclusion
drawn. The “charges” column can be used to show the potential costs over the
year and will be of help when the survey of the year is made.

The discussion about charges brought comparison with what the Countway Library
does in case of lost books: the cost of the book plus $10.00. This led to our
talking about the way Countway will handle requests starting in January, 1974.
Since they plan to not fill requests from journals on the abridged Index Medicus
list, Eleanor Cairns offered to supply anyone requesting it a copy of the list.
She also suggested we all work on our journal holdings in light of this new rule.

It became apparent as we talked that our own union list will be very important.
Melda Page said that very soon she will be sending the IBM cards for us to work
with to get the print-out of the HSLCM union list. As an interim measure Mary
Wangerski suggested an exchange of holdings lists among ourselves - including our
telephone numbers - immediately. (28 institutions have returned the cooperative
agreement - the list is attached and can be used to mail holdings lists.)

The meeting having digressed from consideration of the record keeping forms was
brought back to the point at hand by a motion made by Alan Garten that the statist-
ics sheets be accepted. The motion carried.

More discussion concerning charges and costs followed. The feeling was that when
the cooperative is in running order we all will be benefiting, so it is hoped we
can function for a while without charging. The cost of Xeroxing was talked over
with a suggestion that members do some cost investigating. Cathy Smith moved that
members of the cooperative who have paid can expect service from other members
within the limits imposed by the members' institutions. In addition it was decided
that the printed MLA request forms should be used, but phone requests will also be honored. The motion was carried.

With the means of exchanging information and keeping track of what is sent and received decided on, the meeting turned to the responsibility of each member to the consortium. Committees were set up and assignments made at the Portland meeting in October. Those members who were assigned should work and submit reports. Also when meetings are announced replies about attendance must be made. Even if a member can't attend a respond should be made and suggestions or reports submitted by letter or phone. Maine covers such distances that personal attendance at meetings isn't always possible, but people can phone or write. (The possibility of a telephone conference in place of a meeting was suggested.) Melda Page pointed out the fact that if we should want to apply for a grant of any kind, we must be able to show exactly what we have done and that we have all done it together. Eleanor Cairns suggested the minutes of this meeting be sent with a letter expressing this need for the taking of responsibility by the members.

The question of how many health sciences librarians in Maine have another job, too, came up as discussion of responsibility to the consortium continued. The positions should not be considered part of medical records, nor should they be down-graded as something to be done when there is time left over from some other job. Eleanor said there is being an up-grading by the MLA of the Joint Commission's requirements to put teeth into what the Joint Commission requires. Now the peer review is coming up the doctors are really going to need service.

Cathy Smith moved that the original list of cooperative members be informed they must respond formally to meeting notices, if they wish to continue as active members. This brought further consideration of the plan for regional contacts as a means of keeping all the member librarians active. It was also suggested that minutes of the meetings be sent to the Maine Library Association so that organization will be aware of our activities. Melda suggested we put a report of our organization in the bulletin the Maine Library Association publishes.

Under the new organization of the State Library, Karen Berg has been appointed library consultant. We can use her services, while we wait to see what the National Biomedical Network is to be.

Melda offered two other good ideas which we accepted. One that we have Gary Nichols speak to us to find out where we fit in the new State Library Regional System, and that we try to contact Dr. Coon, newly appointed V.P. for Health Affairs of the University of Maine, to see if our organization would be eligible to partake of funds left over from NMP. She also asked what we thought of Togus' having free Medline service to offer.

This stimulated a good deal of talk about MMC's Medline and its use with the conclusion that it would be helpful for all of us if Togus had Medline, too.

Finally it was decided that a meeting date the end of January - the 29th, or 31st in case of a storm - be set. It will be held in Waterville at the Thayer Hospital. Mr. Nichols and/or Dr. Coon will be contacted as speakers, if possible.

The meeting adjourned - into a snow storm - at 2:50 PM.

Respectfully submitted,

[Signature]

Rebecca C. Larsen
Secretary - Treasurer
Health Sciences Library  
December 31, 1973

ERRATA in the minutes of the Health Sciences Library Cooperative of Maine meeting of December 20, 1973

Please carefully note the following incorrectly worded paragraphs:

Page 1, paragraph 5

Disregard this entirely for plans have not been formulated. Notification will come from the regional system when any plans are made. Miss Cairns gave the Abridged Index Medicus lists as a help to those planning to expand their library journal holdings.

Page 2, paragraph 2

This paragraph reflects discussion which was not intended as criticism of the medical librarians in Maine, but as what an ideal situation might be. The existence of the cooperative will help everyone working in the Health Sciences Library field to give more and quicker help to their readers. As for the Joint Commission and the Medical Library Association, this is also in the discussion stage and is not to be considered as pertaining at this time.

In fact these two paragraphs of discussion were of the type of philosophizing which any alert organization indulges in when its members convene. It is visionary and not fact, however, and should have been omitted from the report.

Respectfully submitted,

Mrs. C. Larsen
(Mrs.) Rebecca C. Larsen
Secretary - Treasurer