POLICIES & PROCEDURES OF THE HEALTH SCIENCE LIBRARIES AND INFORMATION CONSORTIUM OF MAINE

ARTICLE I

PURPOSE

The policies and procedures shall address the duties of the officers, representatives, and committees. They shall provide for replacement of position in the event of resignation or removal of the current office holder.

ARTICLE II
DUTIES OF OFFICERS

Section 1. The Chairperson shall:

a. preside at all general meetings of HSLIC and of the HSLIC Executive Board;
b. develop the agenda for each meeting;
c. report to the membership on the status and activities of HSLIC at the annual Spring Meeting;
d. be an ex-officio member of all committees except the Nominating Committee;
e. appoint all committee chairpersons;
f. appoint all delegates to the Board;
g. communicate with the general membership after each Board meeting;
h. perform other duties customarily assumed by the Chairperson;
i. ensure Board officers and appointees are performing their assigned duties.

If the Chairperson resigns, the Chairperson-elect will assume the office.

Section 2. The Chairperson-Elect shall:
a. preside at all general meetings of HSLIC and of the Executive Board in the absence of the Chairperson

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b. assume the Chair in case of the resignation of the Chairperson, serve in this position for the remainder of the term of the prior Chairperson and, at the earliest opportunity appoint a member to complete the term of the Chairperson-Elect. At the next Spring Meeting the Chairperson shall assume the office of Chairperson.

Chairperson-Elect will be elected;
c. perform administrative duties as delegated by the Chairperson and other duties customarily assumed by the Chairperson-Elect; and
d. serve as Chairperson for the HSLIC Resource Sharing Committee.

Section 3. The Secretary shall:

a. keep a record of the proceedings of all meetings for HSLIC and the Executive Board;
b. distribute the minutes of the meetings of HSLIC and the Executive Board to the membership;
c. initiate and respond to HSLIC correspondence as directed by the Chairperson;
d. perform other duties customarily assumed by the Secretary;
e. submit meeting minutes directly to the website administrator.

In case the Secretary resigns, the Chairperson will appoint an individual to serve in the office for the remainder of the term.

Section 4. The Treasurer shall:

a. be responsible for collection and disbursement of HSLIC funds as directed by the Bylaws and the Executive Board, and shall maintain all accounts;
b. collect membership fees, maintain an up-to-date membership list, keep the Membership Chair informed of members' status;
c. make and present a written annual report at the Spring
Meeting;

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d. prepare a proposed general budget for the upcoming year which will be presented to the membership for its ratification at the Spring Meeting;

e. arrange for the HSLIC mailbox;

f. handle travel reimbursement requests (per Appendix B); keep HSLIC financial records according to the Treasurer's Handbook (see Section 10);

g. perform other duties customarily assumed by the Treasurer;

h. update the Check Request form on the HSLIC website.

In case the Treasurer resigns, the Chairperson shall appoint an individual to serve the office for the remainder of the term.

Section 5. The Area Representatives shall:

a. represent the needs and interests of their geographical areas of the State;

b. serve as a contact to new library managers or potential new members in their areas;

c. recognize members' life events as directed by the Board:

1. When a person from a HSLIC library dies, HSLIC will recognize this individual by donating a book to the library. The Area Representative will purchase and deliver the book. The cost of the book will not exceed $50.00. The same policy will apply in the death of an immediate family member (spouse, parent, child, sibling or grandparent).

2. When a person from a HSLIC library retires, leaves the profession, has or adopts a baby, marries, or incurs serious illness, HSLIC will send a book or gift certificate, the cost of which will not exceed $50.00. The Area Representative will make the arrangements.

3. If the person who experiences a life event is an Area Representative, the Executive Board will designate a member to handle the recognition procedure.

d. serve on the HSLIC Education/Program Committee;
e. collect area news quarterly and submit it to the Public Relations Chair for inclusion in the HSLIC newsletter;

f. perform other duties as requested by the Chairperson.
In case an Area Representative resigns, the Chairperson shall appoint an individual from the same geographic area to serve in the office for the remainder of the term.

Section 6. The Immediate Past Chairperson shall:
   a. serve as Chair of the Nominating Committee;
   b. serve as advisor to the current Chairperson;
   c. perform other duties as requested by the Chairperson;
   d. act as parliamentarian, bringing a print copy of the HSLIC Manual and Robert's Rules of Order to each meeting; and
   e. act as manual updater, and be responsible for keeping the HSLIC Manual current and accurate.
      1. All changes in Bylaws, policies and procedures, and professional directory information shall be incorporated into the master manual on disk and on the HSLIC website. Manual updates shall be publicized within one week to the membership via the HSLIC electronic discussion list

In case the Immediate Past Chairperson resigns, the Chairperson will appoint an individual to assume the Past-Chairperson's duties and he/she will appoint a Chair of the Nominating Committee.

ARTICLE III
COMMITTEES

Section 1. Standing committees: The standing committees of HSLIC shall be Education/Program, Resource Sharing, Nominating, Scholarship, Membership, Public Relations, and Automation.

Section 2. Committee chairpersons: The HSLIC Chairperson shall appoint the chairpersons of the Education/Program, Scholarship, Public Relations, Membership, and Automation committees immediately after the annual Spring Meeting. Each standing committee chairperson shall select individuals from HSLIC member institutions to serve for one year or until their successors are appointed.
Section 3. Education/Program Committee:
   a. The chair of the committee shall be appointed by the HSLIC Chairperson immediately following the annual HSLIC Spring Meeting. The committee membership will include the five HSLIC Area Representatives and the appointed chairperson. It shall be the responsibility of the committee chairperson to ensure prompt formation of this committee.
   b. The duties of the committee shall be to select the date, site, and programs of the fall and spring meetings of the full HSLIC membership, plan educational programs of interest to the HSLIC membership, and take the responsibility for obtaining additional funds for such programs if need be.

Section 4. Resource Sharing Committee:
   a. The chair of the Resource Sharing Committee shall be the Chairperson-Elect. The committee should be formed immediately after the HSLIC Spring Meeting. Committee membership must include the Archivist.
   b. The duties of the committee shall be to facilitate the sharing of all resources by the membership of HSLIC with particular attention to issues involving interlibrary loans, union lists, acquisitions and licensing agreements.
   c. The committee shall recommend purchases for the HSLIC Library to the Archivist, who will circulate the materials to the membership upon request.
   d. The committee shall maintain the database for the Disaster Resource List.
   e. The committee shall update the Reference and Resources webpage of the HSLIC website.

Section 5. Nominating Committee:
The Immediate Past Chairperson selects members for a Nominating Committee. The committee is made up of the Chair-Elect and two other members, one of which is the Membership Chair. This committee prepares a slate of officers and area representatives that is presented to the Board by the March/April
Board Meeting. The Committee Chair will supply potential candidate(s) with a list of officer duties before candidate is placed on the slate. This committee also collects nominations for the annual Cairns Award and makes arrangements for the award to be ordered in time to present at the Spring Meeting.

Section 6. Scholarship Committee:
The Board Chair shall appoint a committee chairperson. The Scholarship Committee shall be formed immediately following the annual Spring Meeting. It shall be the duty of this committee to disperse allocated scholarship funds to HSLIC members applying for said funds according to the form in Appendix A, and to update the Scholarship Request Form on the HSLIC website. It shall be the responsibility of the chairperson to ensure the prompt formation of this committee.

Section 7. Membership Committee:
The chair of the committee shall be appointed by the HSLIC Chairperson. This committee shall be responsible for all matters pertaining to institutional and individual membership, including maintaining a current database of membership information and informing members when they are in arrears of dues payment. This committee works in cooperation with the Treasurer to ensure compliance with the membership agreement for both new and existing members, as well as identifies and recruits potential new member institutions. The Membership Chair will inform the Automation Chair of any non-renewing members so they may be removed from the HSLIC List. The Membership Chair also serves on the Nominating Committee.

Section 8. Automation Committee:
a. The chair of the committee shall be appointed by the HSLIC Chairperson immediately following the annual HSLIC Spring Meeting. The committee membership will include as many people as the Automation Chair deems necessary to carry out the responsibilities of the committee.
It is the responsibility of the committee chairperson to ensure prompt formation and organization of this committee. The Public Relations Chair shall serve on this committee.

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b. The duties of the committee shall be to oversee all parts of the HSLIC web page and the HSLIC electronic discussion list.

1. The committee shall perform a quarterly review (June, September, December, March) of the content of the HSLIC website with the exception of the Manual. The Automation Chair will inform other committee chairs when updates are needed in their sections of the website.

2. The committee chair will notify HSLIC members when new content has been added to the HSLIC website.

3. The committee chair will maintain the subscription to the HSLIC.org domain name.

Section 9. Public Relations Committee:
The HSLIC Chair shall appoint the committee chairperson. The Public Relations Committee shall oversee all publicity of HSLIC news, activities, and events both within the HSLIC membership and reaching out to the librarians, healthcare professionals, and citizens of Maine. Committee duties shall include:

a. production of a quarterly newsletter for the HSLIC website;

b. maintenance of the consumer sites and calendar pages of the HSLIC website; and

c. coordination with the appropriate HSLIC representatives and committee chairs to create and manage exhibits for various conferences, as directed by the Executive Board.

Section 10. Other committees:
Other committees, standing or special, shall be formed as the Organization or the Executive Board deems necessary to carry on the work of HSLIC. The chairperson of each of these committees shall be appointed by the HSLIC Chairperson.
Section 11. Committee Funds:
Committee chairpersons shall have authority in the disposition of their committee funds to fulfill committee objectives.

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ARTICLE IV
APPOINTED OFFICERS AND REPRESENTATIVES

A: State Representative to NAHSL Executive Board

The NAHSL Executive Committee maintains a liaison with NAHSL members through state representatives. The major health sciences library group of each New England state in NAHSL's geographic area appoints a representative to serve on the NAHSL Executive Committee.

State representatives are selected according to the wishes of their respective state groups (i.e., by appointment, election, etc.) The length and dates of their terms are determined by the state association. Each representative must be a NAHSL member.

State Representatives are advisory members of the NAHSL Executive Committee and do not have voting privileges on Executive Committee decisions. Travel reimbursement is not provided for State Representatives from the NAHSL Treasury; they may request travel reimbursement from their State associations or parent institutions.

The State Representative or an alternate will attend all scheduled meetings of the NAHSL Executive Committee. The representative will provide communication between NAHSL and the State association by attending HSLIC Board meetings and submitting a report after each NAHSL meeting to the Automation Chairperson. State representatives are responsible for reporting to the NAHSL Executive Committee current activities, decisions, projects, interests, concerns, and plans of the State organization. They may facilitate dissemination of information from the NAHSL Executive Committee to individuals within their State, and may assist the Executive Committee in gathering input from individuals within their State or from the State organization's
administration.

NAHSL does not exercise authority over any State health sciences library organization and is not obligated to support or subsidize activities and interests of the State organizations. Similarly, NAHSL is not obligated to support or subsidize activities and interests of non-NAHSL members within the New England states, regardless of their membership in a State association.

The NAHSL Executive Committee recognizes the importance of maximizing communication and cooperation among all health sciences librarians and organization within the NAHSL geographic boundaries. To this end, NAHSL may voluntarily enter into projects or activities of mutual benefit with any State health sciences library association; the NAHSL Executive Committee may also choose to include non-NAHSL members in such projects or to extend benefits to them.

B. HSLIC Archivist:
The Archivist, as an appointed Board member exempt from any term limitation, shall:

a. house and maintain the archives in a safe place and an organized manner in accordance with recognized archival practices;
b. attend Executive Board Meetings and report on the condition and organization of the archives;
c. provide access to records in a timely fashion upon request;
d. house and maintain a record of the HSLIC library and submit an updated list to the Automation Chairperson for publication to the HSLIC website;
e. select, with the advice of the Resource Sharing Committee, and purchase additions for the HSLIC library;
f. serve on the Resource Sharing Committee;
g. archive important content from the HSLIC website including any manual changes in Sections II, III, IV, and IX; and
h. be responsible for the history segment of the HSLIC website.
Section 9- Appendix A
HSLIC Scholarship Committee
APPLICATION FOR SCHOLARSHIP

I. APPLICANT
   Name:
   Institution:
   Address:
   Telephone # and hours available:

II. PROGRAM
   Title:
   Sponsor:
   Location:
   Date(s):
   Relationship to applicant's work:

III. COSTS
   Registration:
   Travel:
   Tuition:
   Lodging:
   Materials:
   Meals:
   Other:
   TOTAL COSTS:

Amount you and/or employer will pay:

Amount needed from HSLIC:

The HSLIC Scholarship Committee will approve or disapprove scholarship applications based on the following guidelines:
   a. scholarship may be awarded for up to 50% of the total cost of the workshop/program attended, excluding self-pay items;
   b. scholarships are limited to events of which total cost exceeds $20.00;
   c. scholarships are limited to $200.00 per person per year.
   d. Scholarship applicants will be notified of approval by the Committee and a check will be sent by HSLIC treasurer.
   e. Scholarship recipients must submit a completed "Report of Educational Program Attended" to the chairperson of the Scholarship Committee within a week of the event and to the HSLIC public relations officer for publication to the news section of the website. Failure to submit a report will disqualify the member from receiving any other scholarships.
   f. All applicants must complete the "Application for Scholarship (Appendix A) and submit it to the Scholarship Committee chairperson.

Signature
Date
Section 9- Appendix B

HSLIC TRAVEL REIMBURSEMENT REQUEST FORM
[Mileage is reimbursed at the rate established by the Internal Revenue Service]

1. A librarian from a member institution who attends meetings as a designated HSLIC representative may apply for travel reimbursement. As a HSLIC representative, the librarian is expected to make a report on the meeting to the Executive Board.

2. Travel reimbursement may not be used in conjunction with a HSLIC scholarship award.

Name
Address

Name, location, and date of meeting

_______Miles to be reimbursed x $.36/mile =
Tolls (receipts must be attached)= _______ Total=

Signature________________________Date

Send completed form to:
HSLIC Treasurer
211 Marginal Way, #245
Portland, ME 04101
Updaters agree to:

- provide the necessary equipment and will be responsible for all telecommunications, postage, and supply costs incurred in the work;
- take the earliest available training in MULS updating from the University of Maine if appropriate and offered;
- communicate to the libraries for which they are responsible instructions for the updating process, including dates when printouts are due; and
- track and obtain updates from delinquent libraries.

The Updaters' contract (also referred to as "Agreement") will be for one year, March through February, renewable at the mutual agreement of the Updater and the HSLIC Executive Board. Each contract is to be signed by the Updater and by the HSLIC Chair. The Resource Sharing Committee chairperson is responsible for providing the contracts and procuring the signatures of the Updaters and the HSLIC chairperson before the end of March, for keeping the contracts on file, and for ensuring that payments are made according to schedule.

Payment for MULS updating services will be $500 for one year and will be made according to the following schedule:

10% will be paid at the time the Agreement is signed.
45% will be paid at the end of six months.
45% will be paid at the end of the next six months.
Section 9- Appendix C

Accessing the HSLIC Webpage and E-mail List

To access the HSLIC homepage on the World Wide Web, use the following URL:

http://www.hslic.org or (http://library.umassmed.edu/hslic/)

Certain areas of the website will be password protected for members use only. To obtain the user ID and password for the site call the Chair of the Automation Committee. The password for the members-only areas of the website may be changed as needed by the Automation Chair. The Chair will inform HSLIC members of the change via the electronic list.

To join the HSLIC E-mail List, contact the Automation Committee Chair. The Chair will receive the request and subscribe you to the list. The HSLIC List is a closed list for HSLIC members only.

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