

Health Sciences Library Committee- February 15, 1990

Lehigh Valley Health Network

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THE ALLENTOWN HOSPITAL---LEHIGH VALLEY HOSPITAL CENTER
A HealthEast Hospital

HEALTH SCIENCES LIBRARY COMMITTEE

FEBRUARY 15, 1990

A meeting of the Health Sciences Library Committee was held on Thursday, February 15, 1990, at 11:30 a.m. in the Board Room at the Lehigh Valley Hospital Center site.

Members Present:

James Burdine, Dr. P.H.
Dean Dimick, M.D.
Kevin Glancy, M.D.
Barbara Iobst
Ernest Kuhinka, Ph.D.

Larry Merkle, M.D.
Robert Roeshman, D.O.
Mary Shields, M.D.
Susan Steward, R.N.
Bradford Yeager, M.D.

Members Absent:

Nancy Bickford (E)
Robert Doll, Jr., M.D. (E)
Kevin Farrell, M.D. (E)
Michele Ferguson, D.M.D. (E)
Joseph Gastinger, M.D. (E)
Houshang Hamadani, M.D. (E)
Samuel Huston (E)
Henry Lehrich, M.D. (E)
Arthur Levine, M.D.

Martha Lusser, M.D.
Mark Mishkin, M.D. (E)
Yehia Mishriki, M.D. (E)
Peter Neumann, M.D.
Mark Osborne, M.D.
John Paulus, D.O. (E)
Charles Scagliotti, M.D. (E)
Ronald Wasserman, M.D. (E)
Headley White, Jr., M.D. (E)

Guest:

James McCullough, M.D.

CALL TO ORDER

Dr. Roeshman, Chairperson of the Health Sciences Library Committee, presided over this meeting. The meeting was called to order at 11:35 a.m., when a quorum was present.

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APPROVAL OF MINUTES

Upon **MOTION** duly made, seconded and carried, the minutes of the December 8, 1989 special meeting were **APPROVED** as distributed.

OLD BUSINESS

Update On Expansion Of Library At LVHC Site

Barbara Iobst opened the discussion by advising the group that she requested money for additional book shelving in the 1990-1991 capital expenditure budget. Also, money was requested to renovate an area of approximately 1,520 square feet.

It was noted that the space contiguous to the Library, which was recently vacated by the Department of Medicine, is temporarily providing supplemental office space to the Department of Pathology. In the past, the Committee recommended utilizing this adjacent space to expand Library Services.

It was reported that the Pathology Residency Program (originally considered as an occupant for the above-noted area) is in abeyance.

Because of this development, it was suggested that the Health Sciences Library Committee again express to Hospital Administration the advantages of expanding the Library into the former Department of Medicine space.

The entrance to the area and an existing security system help to underscore the practicality of such an expansion.

It was suggested that the Department of Library Services investigate the extent to which other departments would support the expansion into that area or other areas in close proximity.

Upon **MOTION** duly made, seconded and unanimously carried, it was agreed that a recommendation be made by the Health Sciences Library Committee to Administration suggesting that Library Services be permanently assigned the space formerly utilized by the Department of Medicine in order to expand the Library.

Once again, the Committee concurred that it was necessary to incorporate the Library-facilities plan into the overall Hospital facilities-planning project currently being developed.

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As recommended at the December 8, 1989 meeting of the Library Committee, Barbara Iobst and Dr. Kuhinka met with Mike Gilson, Administrator of Facilities Management, regarding the department's facilities' present and future requirements.

Update On The Library In The East Wing At TAH Site

The Engineering Department is taking appropriate action to alleviate the heat problem. The main air-conditioning unit was recently repaired, and plans have been made to install a window unit air-conditioner as soon as the necessary electrical work is completed. Emergency exits were modified to comply with Code requirements.

Because the East Wing will eventually be razed, the Committee expressed concern for where the Library would be placed on an interim basis. The following factors were identified as being important:

1. Size of the collection
2. Ceilings that will accommodate 108-inch high shelving
3. A geographical location that would allow residents to meet the response-time criteria for codes.

Upon **MOTION** duly made, seconded and unanimously carried, it was agreed that a written request be made from the Library Committee to Administration seeking information on the progress of the facilities plan.

Upon **MOTION** duly made, seconded and unanimously carried, it was suggested that Philip Brown be requested to report on the progress of the facilities plan since his last discussion with the Committee. Also, it was agreed that a recommendation be made from the Health Sciences Library Committee to Ann Lyon, Vice President President-Planning, Administration; and Paul Nurick, Executive Vice President, Administration (copy to the Executive Committee of the Medical Staff and Charles Scagliotti, M.D., President of the Medical Staff), encouraging them to solicit input from the Director of Library Services when formulating the Library portion of the site plan.

NEW BUSINESS

Donations

The need for a formal Donation Policy was expressed. Barbara Iobst distributed a copy of the Donation Policy which she developed in response to a JCAH requirement. Although gifts are appreciated, sometimes the donated materials are duplicates, out-of-date, or otherwise inappropriate for inclusion within the main collection.

Upon **MOTION** duly made, seconded and unanimously carried, it was agreed to adopt the attached Donation Policy. To publicize this policy, the Committee determined it would be appropriate to both distribute the policy to the Medical Staff and to summarize it in the Progress Notes.

Guidelines For Library Services

Barbara Iobst introduced guidelines for library services which were revised slightly from their implementation date of July 1, 1989. A discussion ensued as to whether or not guidelines were still appropriate.

Upon **MOTION** duly made, seconded and unanimously carried, it was agreed to adopt the attached guidelines for library services.

MEDLINE On CD Rom

Upon **MOTION** duly made, seconded and unanimously carried, a letter will be written to the Department of Medicine, -LVHC site, recommending that the CD Rom system located within their department be transferred to the Library for convenience to medical residents and staff.

NEXT MEETING

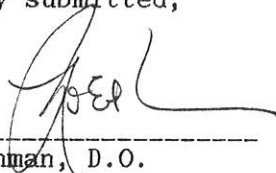
The next regularly scheduled meeting of the Health Sciences Library Committee will be held on **Thursday, April 19, 1990, at 11:30 a.m. in Classroom 3, LVHC site.**

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ADJOURNMENT

With no further business, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'R. Roeshman', written over a horizontal line.

Robert Roeshman, D.O.
Recording Secretary